Guidelines for Uploading Research Works to IRIS

Settore Catalogo prodotti della ricerca e valutazione - ASuR

Version 2.0

The IRIS Catalogue

The IRIS Catalogue contains all the scientific works produced by Sapienza personnel involved in research activities. All relevant works[1] uploaded to IRIS are automatically transferred to the LoginMIUR Cineca Ministry Portal.

Accessing the Catalogue

From the IRIS home page, login with your credentials in the form name.lastname@uniroma1.it (student-number.surname@studenti.uniroma1.it does not allow access to IRIS).

If you cannot access the catalogue (i.e. invalid credentials message), please make sure that:

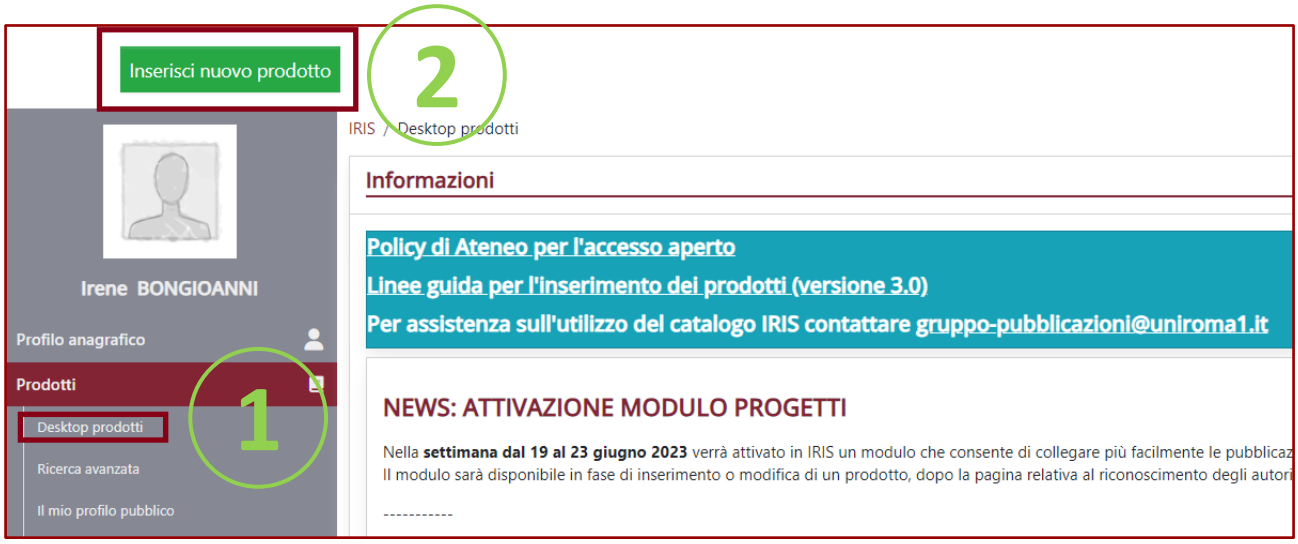
- You have an official Sapienza name.lastname@uniroma1.it format e-mail account. If you do not, please request one at https://www.uniroma1.it/it/pagina/posta-elettronica (Click on "Richiesta nuovo account", then "Dipartimenti e Facoltà" and complete the form);
- You have activated a U-GOV account with access to IRIS. If you do not, please request one from *gruppo-pubblicazioni@uniroma1.it*, specifying your name, last name, *codice fiscale* and role. As soon as your U-GOV/IRIS account is activated, you will be able to access the catalogue by using your Sapienza e-mail. (Your user name is the complete e-mail address.)

Please note: moreover, IRIS will only recognise your fiscal student number (the one associated with the payment of your stipend or scholarship) and NOT the normal student number.

[1] PhD theses, for example, are not transferred to the Ministry website, but to the legal deposit. Type 14 works – other research-related results are used exclusively internally and are not transferred to the Ministry website, following a Sapienza decision, just like didactic manuals.

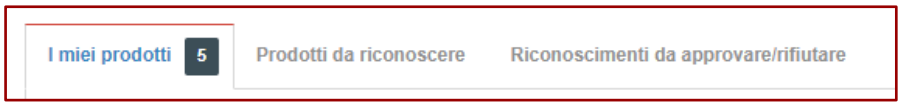
Uploading publications to IRIS

After logging in to IRIS, select Prodotti from the menu on the left, then Desktop Prodotti (1). To insert a new publication, click on the light green "**Inserimento nuovo prodotto**" button (2).



There are 3 sections at the centre of the page:

- **I miei prodotti** – these are the works that you have authored and/or are responsible for the data (the works that you have uploaded to the catalogue).
- **Prodotti da riconoscere** – works that have already been inserted by a co-author. They can be deleted ("Scarta") if you are not an author or you can request recognition ("Riconosciti") and wait for the request to be validated by the uploader.
- **Riconoscimenti da approvare/rifiutare** - these are the works that you have authored and/or are responsible for the data that are pending recognition requests as a Sapienza author. The user **MUST** assess the request and approve or refuse it.



Before uploading a new product to the catalogue, please check that it is not already present in "Prodotti da riconoscere" (Works to be Recognised). If this is the case, you need to request recognition as an author and wait for your request to be approved by the uploader or one of the admin.

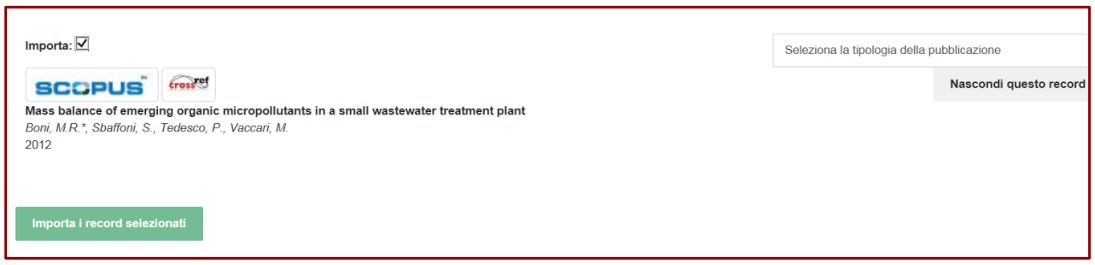
Uploading a New Work

If the work you wish to upload is not present in the "Prodotti da riconoscere" (Works to be Recognised), click on the light green button "Inserisci nuovo prodotto" (Insert New Work) and upload it.

You can choose amongst the following work upload options: manual registration, search for identifier and import bibliographical files.

1. **Registrazione manuale** (Manual Registration) – select the type of work[2] from the pulldown menu and click on "Inserimento manuale".

2. **Ricerca per identificativo** (Search by Type) – search for a work by selecting one of the available sources (Scopus, WOS, DOI, PUBMED and ISBN). Once you have identified the work, select the type (from the pulldown menu on the right), select the record by checking on the "Importa" (Import) box, and click on the green button "Importa i record selezionati" (Import Selected Records). In this way, the information retrieved through the code will be automatically inserted and it can be integrated with any further available information.



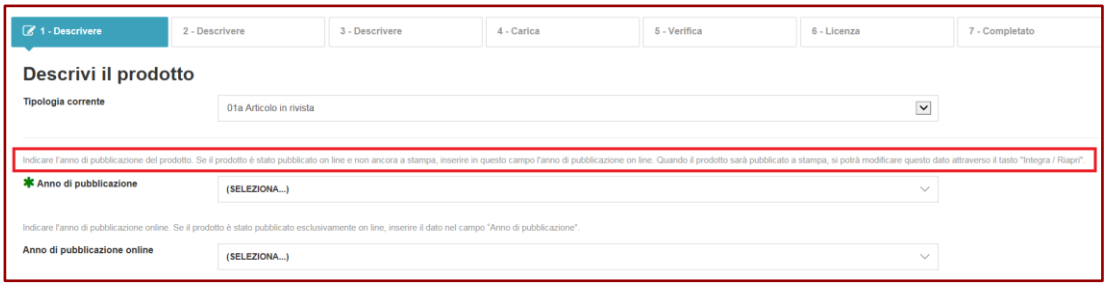
3. **Recupero da file** (Search by File) – You can directly upload the metadata file associated with a given work as long as it is in a recognised format (i.e., bibtex, CSV, endnote, etc.). For example, if works have already been uploaded to the LoginMIUR Cineca Portal, you can export the metadata file in the *bibtex* format and import it into IRIS. In this way, the information retrieved will be automatically inserted and it can be integrated with any further available information.
4. Independently from the selected procedure, if you insert a new work that was already uploaded to the catalogue by a coauthor, the system will automatically indicate the potential duplicate via a popup window. In this case, you can take two actions:

- **Crea un duplicato** (Create a Duplicate) – select this option ONLY IF, although the file actually is a duplicate, unforeseen needs require you to upload the work to the catalogue. As this option should only be used in exceptional cases, the system will request a motivation for the creation of the duplicate.
- **Non è un duplicato** (Not a Duplicate) – select this option when the work you are uploading is not a duplicate of the one indicated by the system.

[2] For further support in selecting the type of work, please consult the **classification of IRIS types** available on the Sapienza webpage dedicated to the research catalogue.

Work Description

As you provide the necessary information, please pay careful attention to the suggestions provided above each field, which provide precise indications on the type of content and compilation procedures for each field.

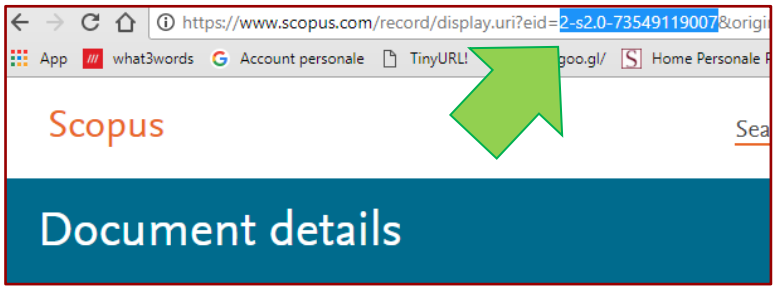


In particular, please note the suggestion for the "Anno di pubblicazione" (Year of Publication) field: *Indicate the work's year of publication. If the work has already been published on-line, but not in print, insert the year of the on-line publication. When the work is published in print, you can modify this field with the "Integra / Riapri" option*.[3]

All mandatory fields are marked with a **green asterisk**.

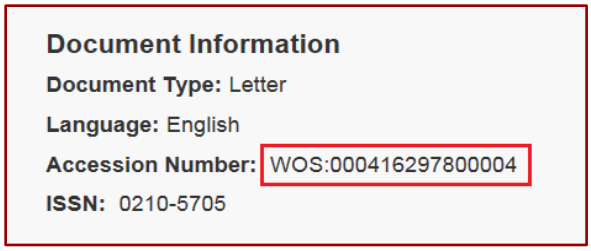
Although they are not mandatory, we strongly recommend you insert the **WOS** and **Scopus Codes** (if available). If at least one of these codes is not available, the work may not be evaluated, as is the case, for example, in the procedure for National Scientific Certification (*Abilitazione Scientifica Nazionale* - ASN).

The Scopus Code can be found in the address bar of the bibliographical record for the relative data bank in the "2-s2.0-xxxxxxxxxx" format.



[3] For publications on periodicals in which they journal number does not coincide with the effective year of publication, please insert the effective year of publication in the field.

The WOS Code can be found in the bibliographical record of the Web of Science data bank in the "WOS:xxxxxxxxxxxxxxx" format.



For types *01a Articolo su rivista* (Article in Journal) and *04b/04c Atto di convegno in volume/rivista* (Conference Acts in Volume/Journal), there are two additional fields to provide information on **APC** (Article processing charges) for the open access publication of the article. If relevant, also insert the processing charges.

Recognition of Authors

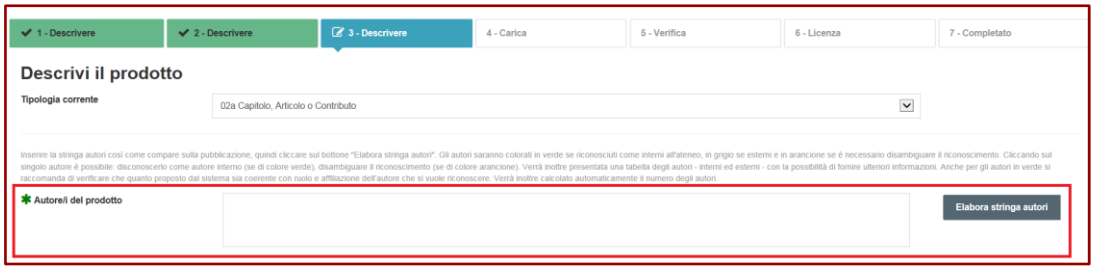
On page 3, you have to indicate the authors of the work. In particular, you must indicate which are the Sapienza authors (in case of homonymy).

Insert the authors in "Autore/i del prodotto" in the following format: "Last Name-***COMMA***-Name; Last Name -2- ***COMMA***-Name-2" etc. Authors are separated by a SEMICOLON.

Example: Rossi, Mario; Verdi, Luigi; Bianchi, Francesco

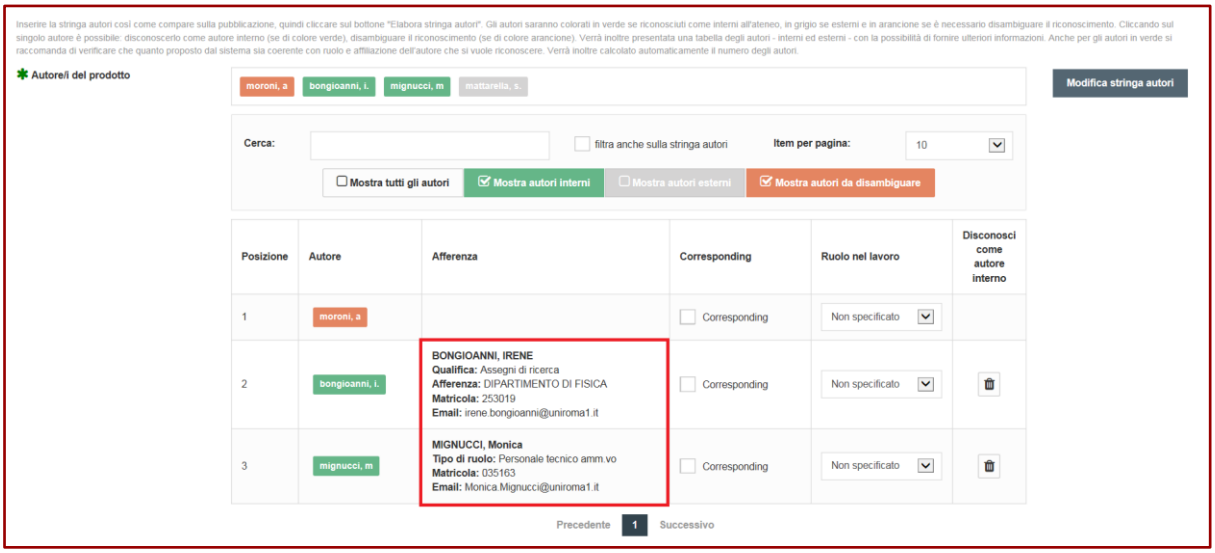
Please note: do not insert any punctuation of the name of the last author.

The "Elabora stringa autori" button next to the author field will allow you to immediately verify internal and external authors and, if necessary, disambiguate the two.



Sapienza authors are highlighted in green, while authors that are not recognised by the system as Sapienza authors (external authors) are highlighted in grey. If the system identifies conflicts, the authors are highlighted in orange. The latter require a further check: you must indicate which of the proposed authors is correct by clicking on the right name.
We recommend that you also verify the role and affiliation of authors indicated in green. This information is available in the popup that appears after you click on "Elabora stringa autori" to review the authors[4].
The table on authorial data includes the "Posizione autore" (Author Position) column that indicates the relevance that is given to each author with the following options: **primo** (first), **co-primo** (co-first), **secondo** (second), **penultimo** (first to last) and **ultimo** (last). This information is optional and we recommend you provide it only if necessary for your departmental area.

[4] For further information on options concerning authorial recognition, please refer to the Guidelines. Moreover, for further details on the options available in the "Ruolo del lavoro" (Work Role) column, please refer to the Cineca document.



Uploading Attachments

Page 4 allows you to upload one or more files associated to your work. The main file – in post-print or editorial version[5] as well as PDF (text is preferable to image) – is **mandatory** for the following types of works[6]:

- 01 Pubblicazione su rivista – Publication in Journal
  - 01a Articolo in rivista – Publication in Journal
  - 01b Commento, Erratum, Replica e simili – Comment, Erratum, Reply, etc.
  - 01c Nota a sentenza – Note on Sentence
  - 01f Lettera, Nota – Letter, Note
  - 01g Articolo di rassegna (Review) – Review Article
  - 01i Case report – Case Report
  - 01l Trial clinic – Clinical Trial
- 02 Pubblicazione su volume – Publication in Volume
  - 02a Capitolo, Articolo o Contributo – Chapter, Article, Contribution
  - 02b Commentario - Commentary
  - 02c Prefazione/Postfazione – Preface, Postface
  - 02d Voce di Enciclopedia/Dizionario – Encyclopaedia or Dictionary Entry
  - 02g Introduzione - Introducion
- 04 Pubblicazione in atti di convegno – Publication in Conference Acts
  - 04b Atto di convegno in volume – Conference Acts in Volume
  - 04c Atto di convegno in rivista – Conference Acts in Journal

For these work types, the attachment is mandatory and required for validation. Moreover, we recommend you upload a **version of the file that can be distributed through open access**. If you decide to upload more than one version of the file, we recommend you send the LoginMIUR site only the editorial version that will be used for ministerial valuations. Check "NO" in the "Invio a loginMIUR" field for post-print and/or pre-print versions.

We recommend you name the file in the following format "Last Name first author _initial words of the title excluding special characters_year of publication" as in the following example:

[5] Further information on the meaning of these terms are available in the section dedicated to Typologies.

[6] For type **02 Pubblicazione su volume** and **04b Atto di convegno in volume**, you will also need to attach the front cover, the index and the back cover of the volume, besides the work you have authored. You can upload these as a single file or as four separate files.

Toni M., Localization of α-Synuclein in Teleost Central Nervous System = “Toni_Localization_2015”

If you upload more than one attachment, you will have to name the files to clearly reflect their content. For example, the index file should be: "Last name_index_key words of title _year".

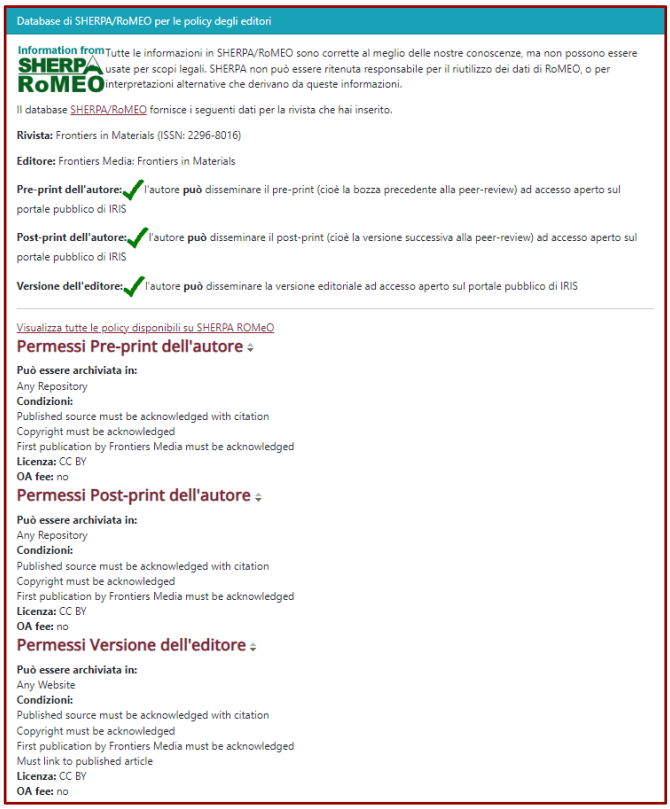
After uploading each file, you will have to indicate its type, access policy and the license governing reading/download rights.

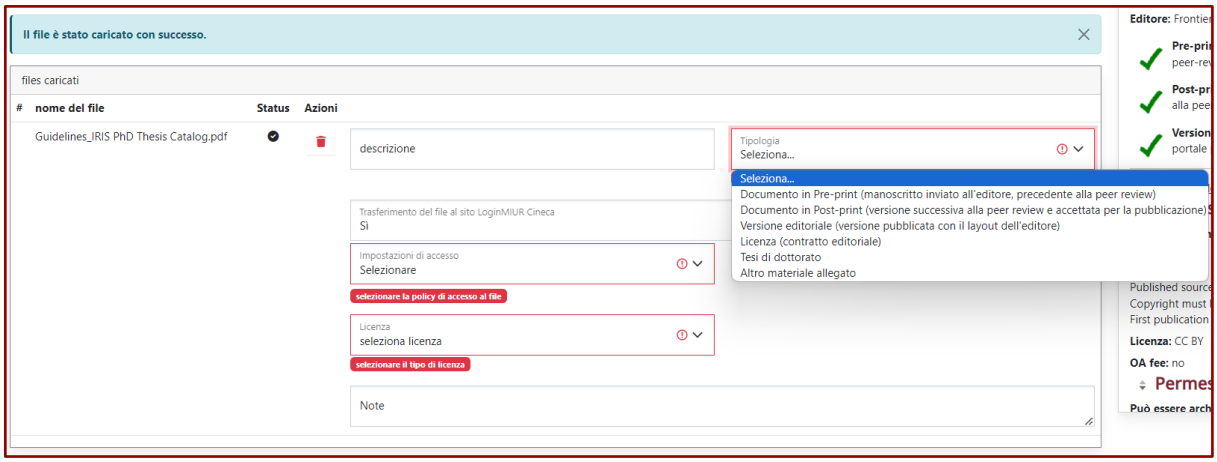
- **Tipologia** – refers to the type and/or version of the file.
  - **Documento in pre-print** > version submitted to editor, preceding editorial or peer review
  - **Documento in post-print** > version that has been reviewed by editor or peers
  - **Versione editoriale** > definitive editorial version in print layout

Which version should I choose?

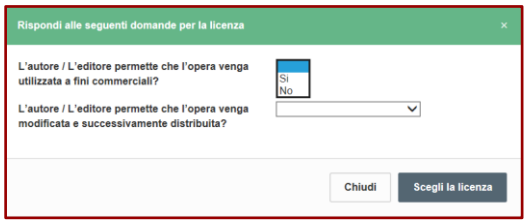
If you wish to deposit a work as open access, you must verify what the license you agreed upon with the editor allows. Some editors only allow the **pre-print version** for open access, while others also allow the post-print version. For works published in journals and reviewed by the ***Sherpa-Romeo*** database, the information provided on the box on the right (summarizing the editor’s policy on open access) will help you select the right type. For works published in journals and NOT reviewed by the ***Sherpa-Romeo*** database, and works that have not been published, you will have to refer to your contract with the editor.

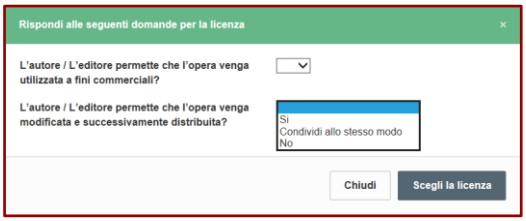
If you wish to upload an open access version of the work and the editor allows neither the use of the post-print version, nor that of the editorial version, you will have to upload two files: a post-print or editorial version to validate your upload, and a pre-print version for open access.



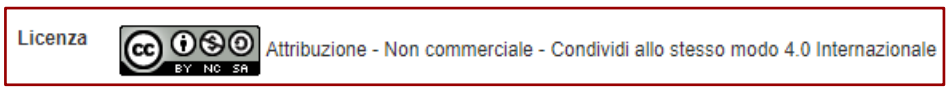


- **Policy di accesso** (Access Policy) – establishes file usage rights: which users can access the file, and when.
    - **Open access** – allows any user to view and download the file, which is freely available on the IRIS Public Portal;
    - **Embargo** – the file will not be available for a period of time chosen by the author. Once the embargo period ends, the file is freely available on the public portal. For further information on the embargo period, refer to the policy of the open access journal (in the Sherpa-Romeo Box). Italian legislation (Bill N. 112, Sections 2-4, Art. 4, 7 Oct. 2013) allows a maximum of 18 months for publications in scientific, technical and medical subject areas and 24 months in humanities and social sciences;
    - **Solo gestori archivio** (Only Archive Managers) – this only allows recognised authors and system administrators to access the file.

- **Licenza** (License) – indicates usage rights for the file.
    - **Tutti i diritti riservati** (All Rights Reserved) – this is applied to works that may not be reproduced without the explicit consent of the author and/or editor;
    - **Creative Commons** allows various usage rights options (free for commercial use, free to modify and redistribute) to be established. As CC provides modular licenses, the system allows users to develop a specific license by answering two questions. This type of license allows a few options that can be selected from the dropdown menu. The first allows the author to decide whether or not others can use the thesis commercially. The options are simply: YES and NO.
    - 



      The second option allows the author to decide whether thesis content may be used for other purposes (i.e., didactic materials with modifications or updating the work). The options are YES, NO and CONDIVIDI ALLO STESSO MODO (which allows distribution of the work with the same license and usage rights).
      The result of these choices will be displayed through interactive icons linked to the official license page where all the options are explained in detail.

      Example: 

    - **Other license (to be attached)** – covers cases in which the license agreed upon with the editor allows use of the work but is not covered by Creative Commons Licenses. In this case, you will have to attach the text of the license and select: "Licenza" as Type, "solo gestori archivio" as Policy and "Tutti i diritti riservati" as License. In this way, the text will only be visible to validators[7].

[7] You may also attach an extract of the license that indicates what use is permitted for the work.

Summary

Page 5 will provide you with a summary of all the data you have entered. We recommend that you carefully review the information before closing the procedure. You can modify individual sections with the “Modifica” button next to each section to correct or integrate any necessary information.

7

Deposit License

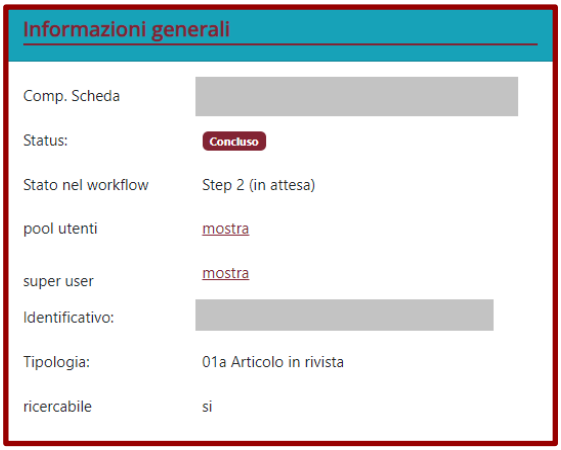
On Page 6, you will be presented with a Deposit License through which you authorise Sapienza University to archive and disseminate your work[8]. To conclude the uploading process, you must enable this license otherwise the work will remain catalogued as a draft (*bozza*) and will not be transferred to the LoginMIUR Cineca Ministerial Portal.

8

State of the Work

At the end of the upload procedure, your work may be categorised in one of the following states:

- **Definitivo** (Definitive) > for works that do not require a validation process.
- **Concluso** (Concluded) > for works inserted as ASN Type for which the university has activated a validation process, which is currently not completed.



Works pending validation and catalogued as definitive are transmitted to the LoginMIUR Cineca Portal during the nocturnal synchronisation process. Nonetheless, it is preferable to click on “**Invia a loginMIUR**” (Send Again) at the end of the upload to allow immediate synchronisation.

During the validation process, the library personnel will evaluate the submitted information, the coherence of the file with the indicated editorial license and the presence of any errors.
Following the validation procedure, there are two outcomes:

- **Validato** (*validated*) > your upload was approved and is now publicly visible.
- **Riaperto** (*pending*) > your upload was blocked, and the work is still in “draft” form.

Integrating Data

If you need to modify a work’s metadata, in any state it is in IRIS, you will need to click on the “Integra” (Integrate) button that appears in the upper portion of the author’s box for all recognized authors and data managers.
If any changes are made, the work will have to be validated anew.

[8] The full text of the license is available on the Sapienza website on the page dedicated to the research catalogue.