

Eastern Mediterranean University

Özay Oral Library

Institutional Repository (I-REP)

<http://i-rep.emu.edu.tr>

SUBMITTING GUIDE

January 2016

The goal of the EMU Institutional Repository (I-REP) is to preserve the university's research publications for future access; and increase the visibility, use and impact of the university's research publications by offering them to use through the university's own institutional archive. The EMU I-REP consists of full text academic research results and educational materials produced in the university, such as journal articles, theses, conference papers, working papers and technical reports produced by the Eastern Mediterranean University faculty members and students.

Dspace, is the name of our open access repository software and is designed by Massachusetts Institute of Technology (MIT) and Hewlett-Packard (HP).

Why to Contribute / Submit

Add your work to the EMU Institutional Repository (EMU I-REP) and Increase your work's usage, impact, visibility and citation.

What To Contribute / Submit

Journal Articles (pre-prints, post-prints, publisher versions), Theses, Conference Papers, Presentations, Reports, Projects, Working Papers, Technical Reports, Books and Book Chapters, Course Materials, Data Sets, Guides and Brochures, Committee Reports, Newsletters, Newspaper Articles, Magazine Articles and *other academic and educational materials*.

Submitting to I-REP (How to contribute / Submit)

The EMU I-REP is designed to provide users with a simple process for depositing files (adding items) in the Repository for worldwide access.

To submit an item to the EMU I-REP, first you need to be a Registered User (Authorized User) for the system (DSpace).

For registration process please follow these simple steps:

1. Enter to the EMU Institutional Repository (EMI I-REP) at: <http://i-rep.emu.edu.tr>
2. Enter to the **My DSpace** option which is located under the **Sign on to** heading at the I-REP homepage.
3. Select the **New user? Click here to register** option under **Log In to DSpace** screen.
4. You will be asked for your e-mail address. Write your EMU e-mail address into the box and click **Register** button. (If you do not have a valid EMU email account, please contact your Department Secretary to obtain an EMU email account).
5. After you click the **Register** button; you will see this notification on the screen: **"Registration E-mail Sent"**.

After that step, you will receive an e-mail from the system; DSpace, dspace-noreply@emu.edu.tr. The e-mail will make you inform about how to complete the registration process for the system (DSpace) account. Below this e-mail you will be directed to click a link and by clicking this link you will enter to a screen named as; **Registration Information**.

6. Under the **Registration Information** caption, you must specify a password and also enter information such as; your name, surname, telephone, etc. (Do not forget your password. You will use the password for Log-in).
7. After you enter the required information, click the **Complete Registration** option at the end.
8. After that step, you will see this message on the screen: **Registration Complete**.

** Now you are a registered member (authorized user) and you may submit new items (adding new files) to the I-REP. Before starting to submit items to the EMU I-REP; please contact with the I-REP System Administrator and the administrator will verify your authorization for submitting items to the appropriate collection(s), in the EMU I-REP.*

System Administrator: Osman Soykan, Director of the Library
e-mail: osman.soykan@emu.edu.tr tel: 630 1417.

The following sentence by e-mail to system administrator will be enough to verify your authorization:

"I am registered to the I-REP system and I want authorization for submitting items to the appropriate collections."

COPYRIGHTS:

*If the item which you are going to submit into I-REP is not published before by an authorized publisher, you may submit your item freely. **But**, If the item which you are going to submit into I-REP is published before by an authorized publisher; than you must learn its copyright rule first, before submitting. If the publisher's copyright policy permits self-archiving than submit your paper into I-REP. If you are not sure or couldn't find information about copyright, than please apply to library staff (I-REP Team) about the matter.*

*Whenever you decide to submit (add) a journal article to EMU I-REP, at first; please check the copyright policy of the article's journal (publisher), and learn if you (as the author of the article) are allowed to add the **publisher's version of the article** into institutional repository or not, according to the copyright rules and laws.*

The following resource, named as; Sherpa/Romeo is a very useful resource for finding publisher copyright policies about submitting your journal articles and/or conference papers into open access repositories.

PUBLISHER COPYRIGHT POLICIES FOR JOURNALS, SERIALS AND CONFERENCE SERIES:

Please use the following resource to check publisher copyright policies;

Sherpa / Romeo, University of Nottingham, UK: <http://www.sherpa.ac.uk/romeo/index.php>

Brief Example:

Journal: Computing (ISSN: 0010-485X, ESN: 1436-5057)	
Author's Pre-print:	✓ author can archive pre-print (ie pre-refereeing)
Author's Post-print:	✓ author can archive post-print (ie final draft post-refereeing)
Publisher's Version/PDF:	✗ author cannot archive publisher's version/PDF

Publishers sometimes **do not** allow authors to submit the **publisher's version of their article** into an institutional repository, but usually they allow authors to add pre-print and/or post-print author versions into the institutional repositories.

At EMU I-REP; the collections for journal articles are designed with two categories, to allow you to submit Author Version of your article (pre-print, post-print), and/or Publisher Version of your article, if it is possible according to copyrights. The categories are;

- Journal Articles (Pre-Prints): Pre-Refereeing, Author Versions.
- Journal Articles (Publisher Versions and Post-Print Author Versions).

Author's Pre-print: The "pre" in preprint means pre-refereeing (i.e., unrefered) research papers, almost all of them prepared for submission to refereed journals (or refereed conference proceedings) for refereeing. Pre-print edition is the author's version of the manuscript as it is submitted to a journal. Pre-print edition is unrefered author copy of an article. Note that the author's pre-print version **will not** have the same content as the publisher's final version.

Author's Post-print: The "post" in post-print means post-refereeing (i.e., refered, revised, accepted final drafts of) articles / research papers, all of them appearing in or soon to appear in refereed journals (or refereed conference proceedings). Post-Print Author Versions are the final author manuscripts of articles which are accepted for publications, after peer-review process (Final draft, author's copy). Note that the author's final draft (author's final version) will have the same content as the publisher's final version.

Publisher's Version / PDF: This is the final published version of the article as it appears in the journal.

IMPORTANT: Post-Print Author Versions have the same content as the Publisher Versions.

Submitting Pre-Prints:

If you are going to add **pre-print author version** of your article into I-REP;

- Please select; **“Journal Articles (Pre-Prints): Pre-Refereeing, Author Versions”** Collection at the beginning of submission.
- After that continue to submission process and if the article is already published; add the citation information of your article (bibliographical citation) into “Citation” field. It can be easy way for you to copy / paste the citation information of your item from your Curriculum Vitae (CV). But if the article is not published yet do not enter anything into “Citation” field, but you may enter some information about your article's publication process, into the “Description” field.
- After that, continue to the submission process and add (upload) the pre-print author copy of the file (Word, PDF, et al.) and finish the submission. Do not forget; Pre-Print Author Version is, unreferd author copy of an article.

** The EMU I-REP System Administrator, will also add brief information on the record about the added article's form; that it is a pre-print version.*

Submitting Post-Prints:

*If you are going to add **post-print author version** of your article into I-REP;*

- *Please select; “**Journal Articles (Publisher Versions and Post-Print Author Versions)**” Collection at the beginning of submission.*
- *After that continue to submission process and if the article is already published; add the citation information of your article (bibliographical citation) into “Citation” field. It can be easy way for you to copy / paste the citation information of your item from your Curriculum Vitae (CV). But if the article is not published yet do not enter anything into “Citation” field, but you may enter some information about your article's publication process, into the “Description” field.*
- *After that, continue to the submission process and add (upload) the post-print author copy of the file (Word, PDF, et al.) and finish the submission. Do not forget; Post-Print Author Versions are the final author manuscripts of articles which are accepted for publications, after peer-review process (Final draft, author's copy).*
- ***Note that** the post-prints will have the same content as the publisher's final versions.*

** The EMU I-REP System Administrator, will also add brief information on the record about the added article's form; that it is a post-print version.*

Submitting Publisher Versions:

*If you are going to add **publisher version** of your article into I-REP;*

- *Please select; “**Journal Articles (Publisher Versions and Post-Print Author Versions)**” Collection at the beginning of submission.*
- *After that continue to submission process and add the citation information of your article (bibliographical citation) into “Citation” field. It can be easy way for you to copy / paste the citation information of your item from your Curriculum Vitae (CV).*
- *After that, continue to the submission process and add (upload) the publisher version of the file (Word, PDF, et al.) and finish the submission.*


** The EMU I-REP System Administrator, will also add brief information on the record about the added article's form; that it is a publisher version.*

SUBMITTING PUBLISHER'S VERSION OF AN ARTICLE INTO I-REP WITHOUT FULL TEXT PDF. INCLUDED DOI NUMBER OR WEB PAGE ADDRESS OF ARTICLE (RESTRICTED ACCESS):

*If you are not allowed -according to the publishers copyright policy- to add (archive) the **publisher's version** or **post-print version** of the article into Institutional Repository or you dont have the post-print version of the artice, even so it will be useful to enter the article's details (record information) and finish submission without any file (Word, PDF, et al.)*

For ading article's record without any file into I-REP;

- Please select; "**Journal Articles (Publisher Versions and Post-Print Author Versions)**" Collection at the beginning of submission.
- After that continue to submission process and please add the citation information of your article (bibliographical citation) into "Citation" field. It can be easy way for you to copy / paste the citation information of your item from your Curriculum Vitae (CV).
- Please continue to the submission process and at the final step upload the "**Copyright File Pdf**" which is (or will be) sended to you by EMU Library and finish the submission.

 The "Copyright File" is a PDF file and describes that; "Due to copyright restrictions, the access to the full text of this article is only available via subscription."

* After your submission, (with the uploaded library's Copyright File), than the EMU I-REP System Administrator will add brief information on the record about copyrights and will add the article's DOI number (digital object identifier) or web page address into the identifier section of the record (bibliographic record) at URI field and the subscribed users and/or institutions (usually university libraries) will be able to access to the article, as full text through the Online Databases or publisher web-sites.

For Submission Process, follow the steps below;

1. Enter to the EMU I-REP page <http://i-rep.emu.edu.tr> and log-in to your account by selecting **My DSpace** option. (You will be asked for your e-mail and log-in password).
2. Select; **Start a New Submission** option on the left side.
3. Select the proper collection for your item, from the collection box, then click "**Next**".

Collection

4. Enter descriptive information about the item which you are submitting, into the fields provided.

Please check the boxes next to the statements that apply to this submission

<input type="checkbox"/>	The item has more than one title, e.g. a translated title
<input type="checkbox"/>	The item has been published or publicly distributed before
<input type="checkbox"/>	The item consists of <i>more than one</i> file

** Select the second section (choice) and also other suitable sections (First and/or Third one)*

IMPORTANT: Please use Turkish Characters for Turkish words while filling the fields below such as; Author Name, Title, Publisher, Citation, Subject Keywords.

Please fill in the requested information about this submission below.

Enter the names of the authors of this item below.

Last name
e.g. **Smith**

*First name(s) +
"Jr"*

e.g. **Donald Jr**

Authors

** Mandatory Field*

Surname

Add More

** Use "Add More" button if there is more than 1 author.*

Enter the main title of the item.

Title

** Mandatory Field*

** Title of the work*

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

Date of Issue

Month: Day: Year:

** Enter the year of the item. (Mandatory Field)*

Enter the name of the publisher of the previously issued instance of this item.

Publisher

** Enter the publisher name if possible.*

Enter the standard citation for the previously issued instance of this item.

Citation

** Enter the citation information of your paper (bibliographic reference) if it is possible. This field is very important and useful specially for journal articles. It can be easy way for you to copy / paste the citation information of your item from your Curriculum Vitae (CV).*

Enter the series and number assigned to this item by your community.

Series/Report No. *Series Name* *Report or Paper No.*

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

Identifiers ** Use "Add More" button to open more fields..*

** Enter both print ISSN and online ISSN of the journal of the article if possible. Also please add the ISBN number if its a book or book chapter.*

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Type

** Select the type of your item from the list.*

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Language

** Select the language of the item from the list.*

Enter appropriate subject keywords or phrases below.

Subject Keywords

Add More

** Use "Add More" button if you want to add more keywords or phrases.*

** Please enter subject heading(s) or keyword(s) into the boxes to describe the topic of your item.*

Abstract

Enter the abstract of the item below.

** It will be helpful if your item has an abstract and you add the abstract here.*

Sponsors

Enter the names of any sponsors and/or funding codes in the box below.

** It will be helpful if your item has sponsor(s) and you add this information here.*

Description

Enter any other description or comments in this box.

** You may add here, more descriptive information, your message or comments related with your item.*

< Previous

Next >

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.

Document File

Browse...

< Previous

Next >

Cancel/Save

Browse and find the file of your item at your computer, add and continue with Next..

Submit: File Uploaded Successfully

Your file was successfully uploaded.

File	Size	File Format
X.pdf	257,114 bytes	Adobe PDF

[Click here if this is the wrong format](#)

[Click here if this is the wrong file](#)

[< Previous](#)

[Next >](#)

[Cancel/Save](#)

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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[I Grant the License](#)

** Please, click on: "I Grant the License" button and finish the submission. After that step, you will see this message on the screen:*

Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My DSpace page.

[Go to My DSpace Communities and Collections](#)

Submit another item to the same collection

** After that step, you need to wait for the System Administrator to check and approve your submission. After confirmation you will receive an e-mail from DSpace which tells you that your submission is added into the I-REP. After that, you may search and find your item, through the I-REP.*

** If there is any problem with your submission (Copyrights, missing file, file with error, mistaken information at the metadata fields, etc.); the System Administrator will make you informed about the problem by e-mail and also will contact you by phone and explain you the problem. After solving the problem (editing the submission) together with the system administrator, the item will be added into the I-REP.*

For further information and assistance, please refer to the EMU I-REP Team members. The team members are ready to answer questions and guide you about submitting and/or searching.

<i>EMU I-REP Team:</i>		
Name and Surname	E-Mail	Tel.
Osman Soykan	osman.soykan@emu.edu.tr	0392 630 1417
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