



Eastern Mediterranean University

Özay Oral Library

Eastern Mediterranean University Institutional Repository (EMU I-REP)

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

SUBMITTING GUIDE

March 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 I-REP at: <http://i-rep.emu.edu.tr>
2. Enter to the **Register** option which is located under the **My Account** heading at the I-REP homepage.
3. You will be asked for your e-mail address. Enter your emu.edu.tr e-mail address into the box and click Register button. Only EMU e-mail addresses will be acceptable for registration as a submitter to the I-REP. If you do not have a valid EMU email account, please contact your Department/Faculty Secretary to obtain an EMU email account.
4. After you click the **Register** button; you will see this notification on the screen:
“An email has been sent to@emu.edu.tr containing a special URL and further instructions.”

After that step, you will receive an e-mail from DSpace system, dspace-noreply@emu.edu.tr. In the e-mail you will be directed to click a link for completing the registration process. By clicking the link you will enter to the registration section and you will be asked for entering some information such as: your name, surname, etc. and also you will be asked to specify a login password. (Do not forget your password. You will use the password for Log-in).

5. After you enter the required information, click the **Complete Registration** option at the end.

6. After that step, you will see this message on the screen: **Registration Finished**.

** Now you are a registered member (authorized user) and you may submit new items to the I-REP. Please wait 24 hours before starting to submit items; because the I-REP System Administrator will verify your authorization for submitting items to the appropriate collection(s).*

If you need help please contact with the System Administrator; Osman Soykan
e-mail: osman.soykan@emu.edu.tr tel: 630 1417.

For Submission (Adding Items) Process, follow the steps below;

1. Enter to the EMU I-REP page <http://i-rep.emu.edu.tr> and select **Login** option and log-in to your account by entering your emu e-mail address and log-in password.
2. Select; **Submissions (Start a new submission)** option on the right side under the **My Account** heading and select; **Start a New Submission** option on the submission screen.
3. Select the proper collection for your item, from the collection box, then click "**Next**".

Select the collection you wish to submit an item to.

Collection

4. Select the second box (The item has been published or publicly distributed before), then click "**Next**".

Multiple titles:

The item has more than one title, *e.g. a translated title* Multiple titles

Published:

The item has been published or publicly distributed before

5. Enter descriptive information about the paper into the fields provided. Such as; Author(s) last name, first name, Title of the work, Publisher, Publication Date, Language of the work, Subject Keywords, and etc. Please fill the proper fields carefully and provide us with as much information as possible about your paper. Some fields are mandatory to fill (such as; author name, title of the work, publication year, type of the work); but you can just leave some fields empty if are not related with your paper or you are not sure about meaning of the fields, or its not available to obtain descriptive information for the related fields.

* Please use Turkish characters while entering Turkish names or words.

6. Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

*(Browse and find the file of your item -pdf, word, etc.- at your computer, and upload the file and continue with **next**)*

File Description:

Please enter a brief information into this box about file format. Enter "Publisher Version" or "Author Copy" according to the files format.

Optionally, provide a brief description of the file, for example "*Main article*", or "*Experiment data readings*".

7. Review Submission: At that step you may review (control) your submission fields and after your control continue with **next**.

8. Distribution License: This is the last step for completing the submission.

In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. By clicking on the "I Grant the License" button, you indicate that you grant the terms of the license.

Distribution license:

I Grant the License

Please select "I Grant the License" box and click on the **Complete Submission** button.

After that step, you will see this message on the screen:

Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

** 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.

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, but, according to the publisher’s copyright policy, if you are not allowed to add your work into repositories as open access than do not add the paper. 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 & Author Versions (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 Publisher Versions:

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

- Please select; "**Journal Articles: Publisher & Author Versions (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 into "Bibliographical information (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, etc.) 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 Post-Prints:

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

- Please select; “**Journal Articles: Publisher & Author Versions (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 into “Bibliographical information (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, etc.) 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 INTO I-REP WITHOUT FULL TEXT PDF. (CLOSED 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 & Author Versions (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 into “Bibliographical information (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 **DO NOT** upload any file, and finish the submission.

* After your submission, (without any 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.

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 into “Bibliographical information (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, etc.) and finish the submission. Do not forget; Pre-Print Author Version is, unrefereed 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.

“THANK YOU FOR YOUR COOPERATION”

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>		
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