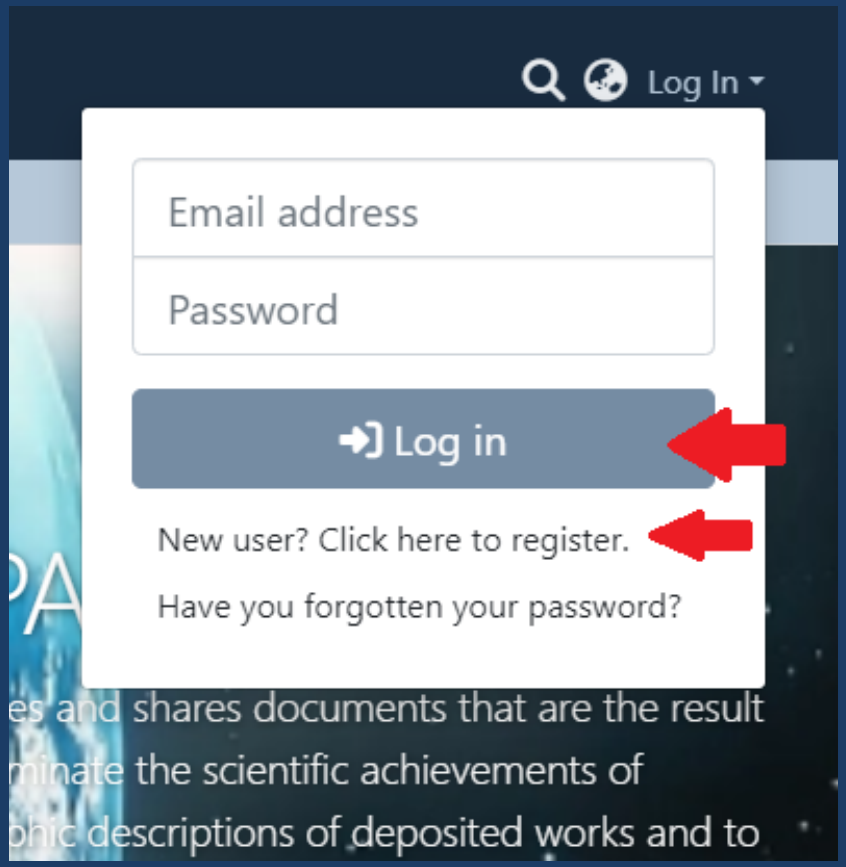
DEPOSITION IN THE IFJ PAN REPOSITORY

DEPOSITION BY FILLING OUT THE FORM FOR ADDING ITEMS

STEP 1

Visit the website: https://rifj.ifj.edu.pl/

STEP 2



Log in by clicking "Login" button in the upper right corner

If you don't have an account yet, please register. Note: You will receive a confirmation e-mail!

Clicking on the registration link received by e-mail will send a request to the Repository administrator.

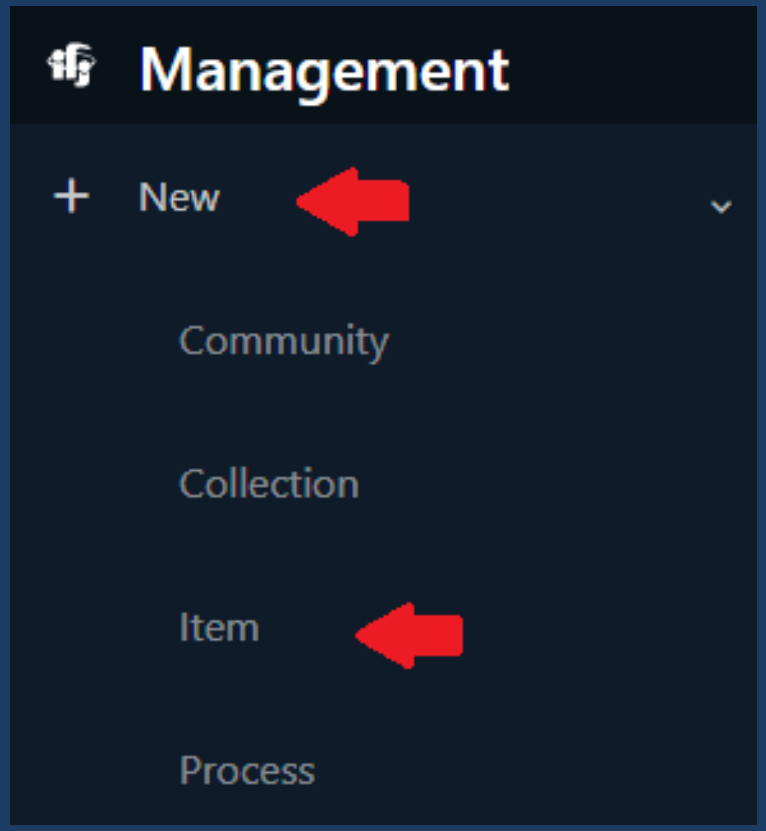
You will receive data deposit authorization within one business day from this point.

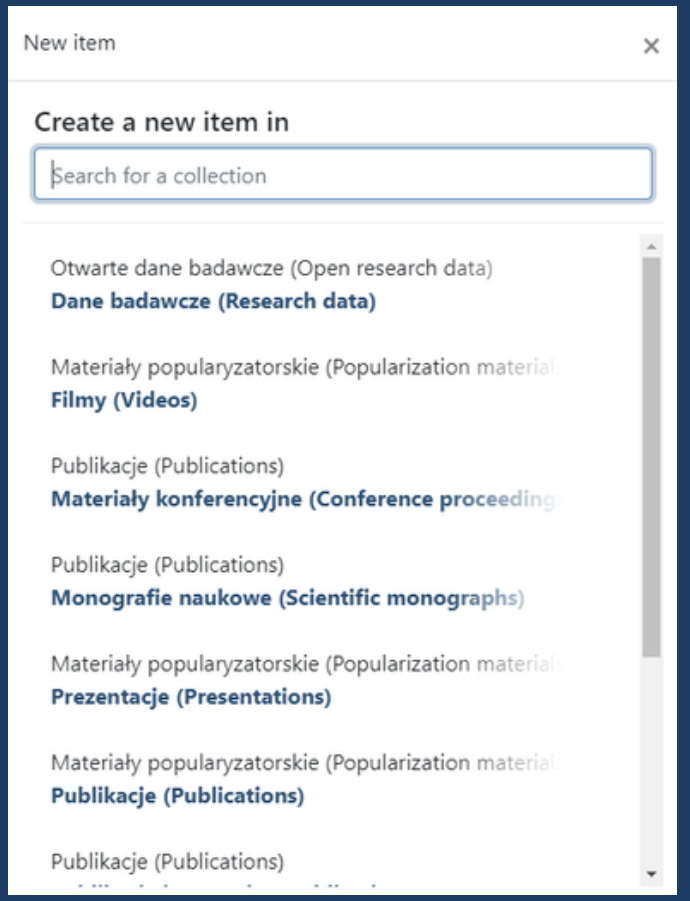
STEP 3

When you log in, you will notice on the left side "Management".

STEP 4

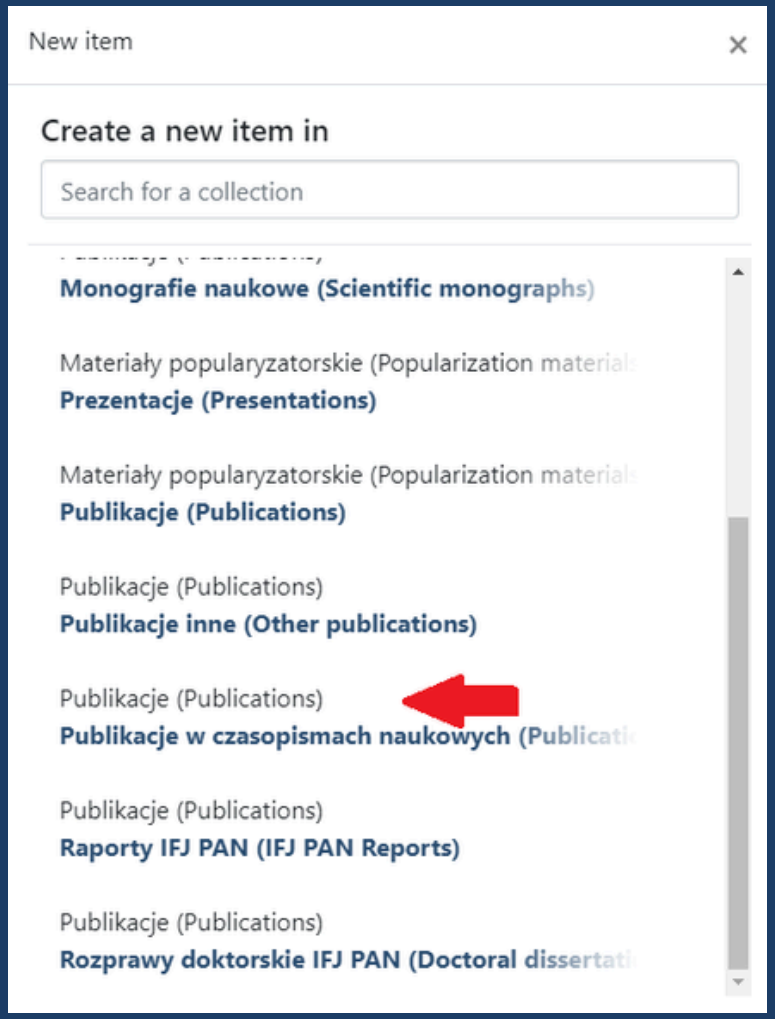
To add a new item, click “New” and then “Item.”
A drop-down list will appear on the right with available collections to which you can add new publications or data.





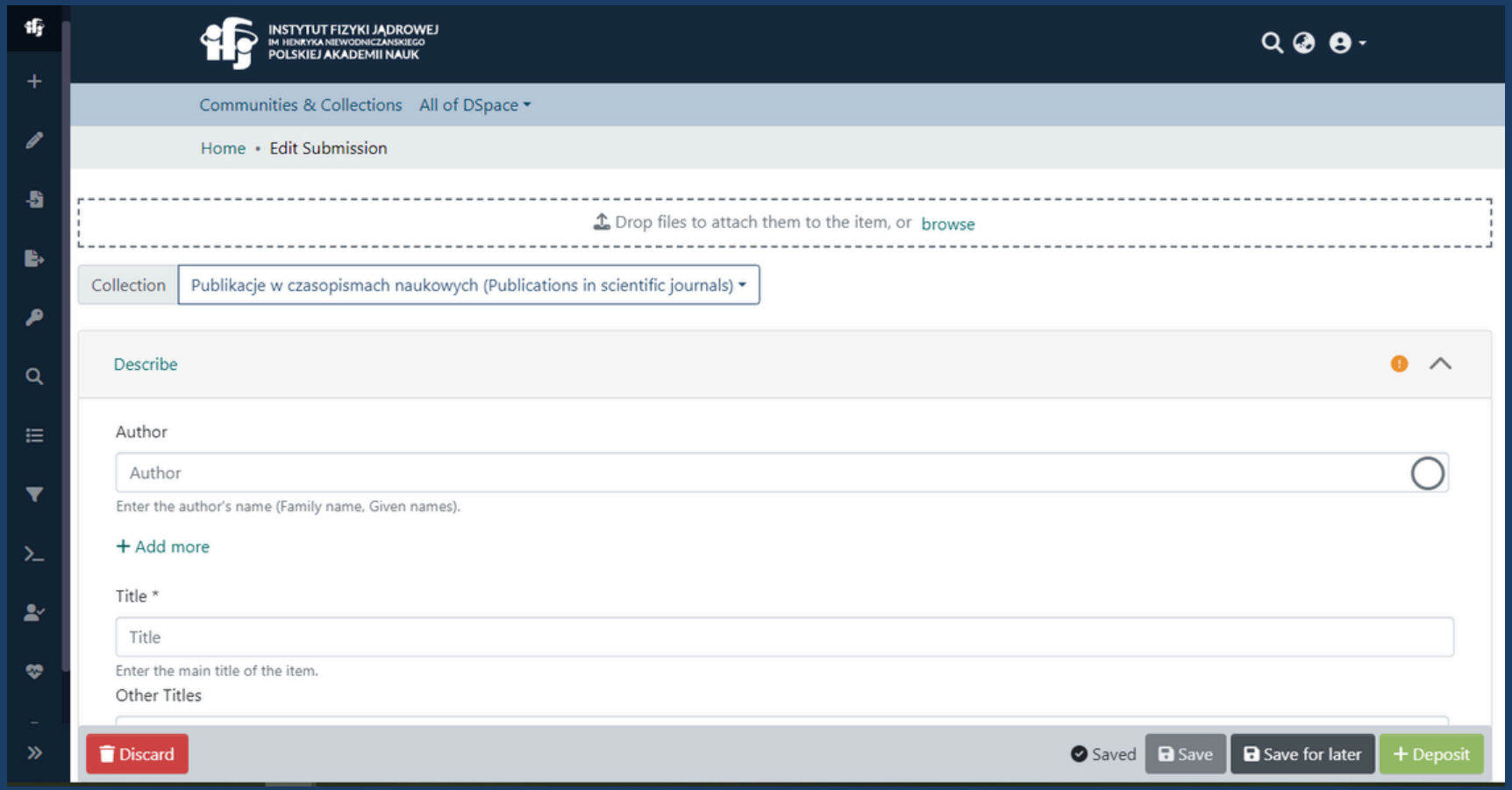
STEP 5

To add a new item to the selected collection, click on it



STEP 6

In this step, you need to fill in the fields in the form (obligatory: author, title, publication date, publisher, type from the drop-down list, language, keywords, abstract in Polish and English, research funding institutions, grant number).



ATTENTION!

For the fields of authors and other titles, click the "Add" button separately.

Keywords (for each word separately) can be added after typing the appropriate word and clicking "Enter".

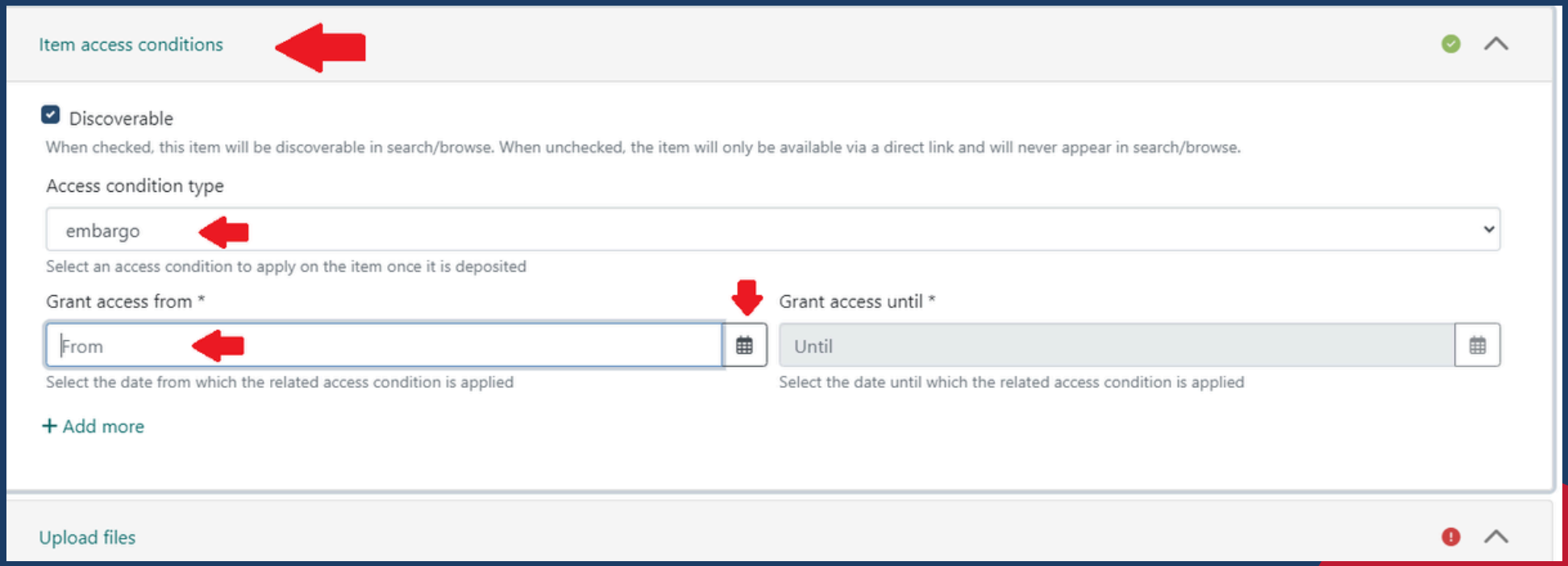
The abstract in two language versions (Polish, Eng.) should be separated by clicking "Enter".

REMEMBER

Remember: you need the publisher's consent to deposit a work that has already been published - check it in the Sherpa (Romeo) portal or in the contract signed with the publisher. Make sure all the authors have agreed to deposit the publication/ research data.

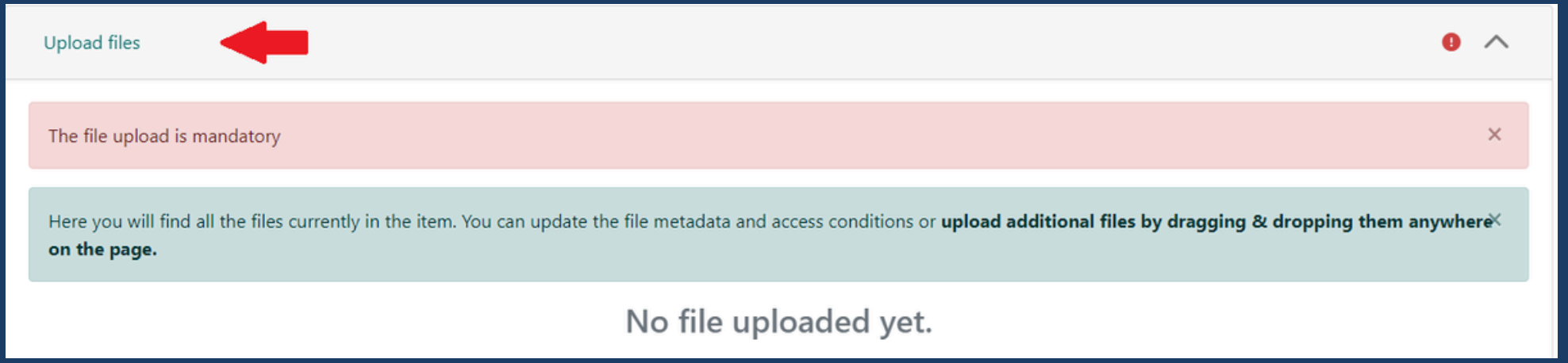
EMBARGO

If, for some reason, you need to give an embargo on the item you are adding, specifying “Item access conditions”



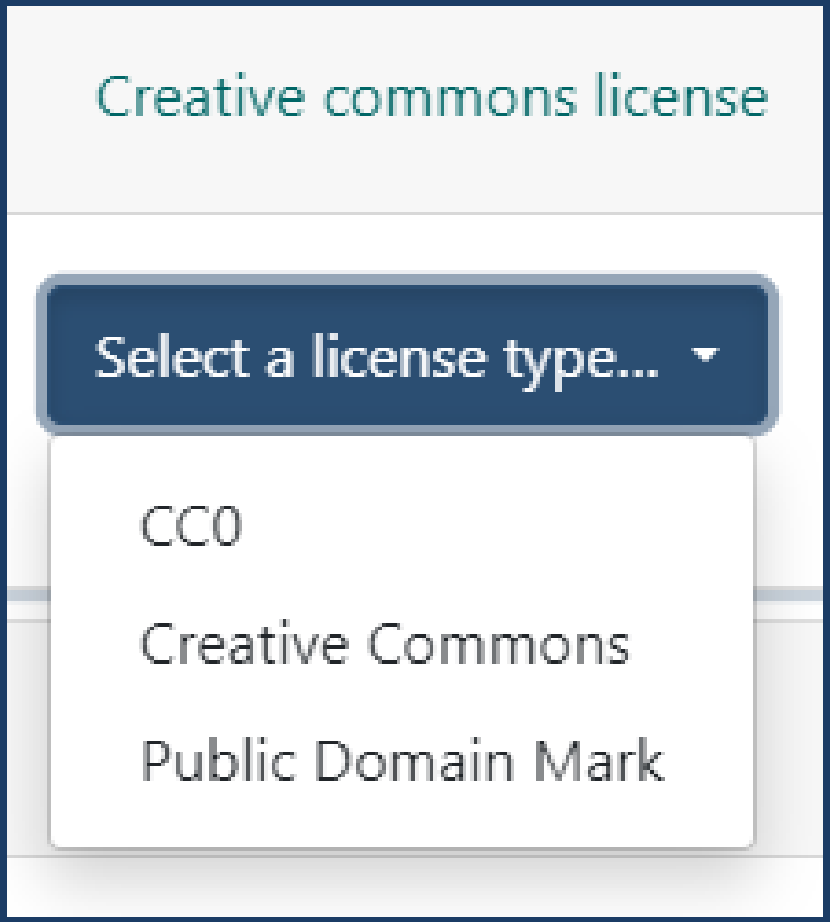
STEP 7

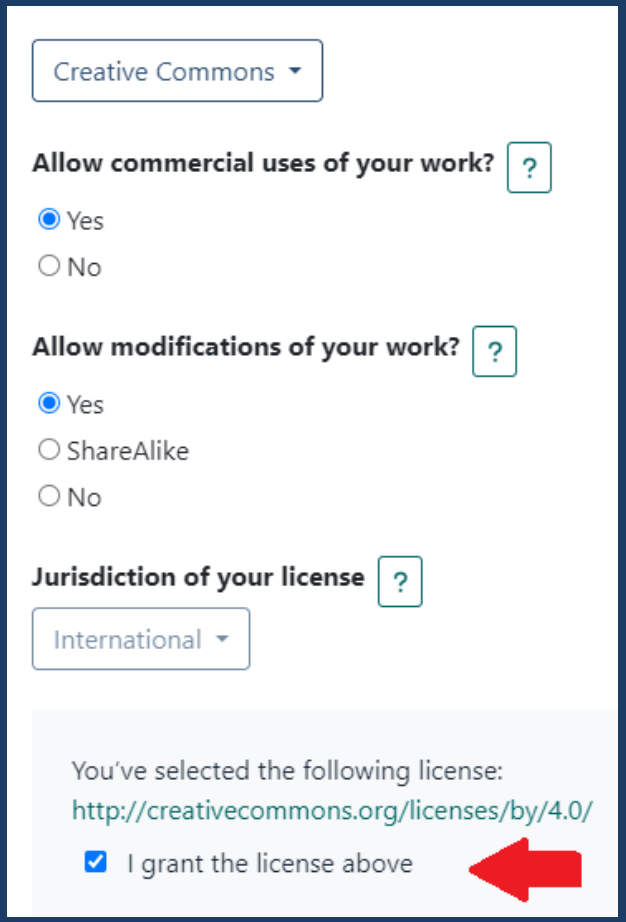
Add the file you want to deposit. Make sure to name the file properly - the name should indicate the contents of the file (it can include keywords or title, and should not contain Polish characters).



STEP 8

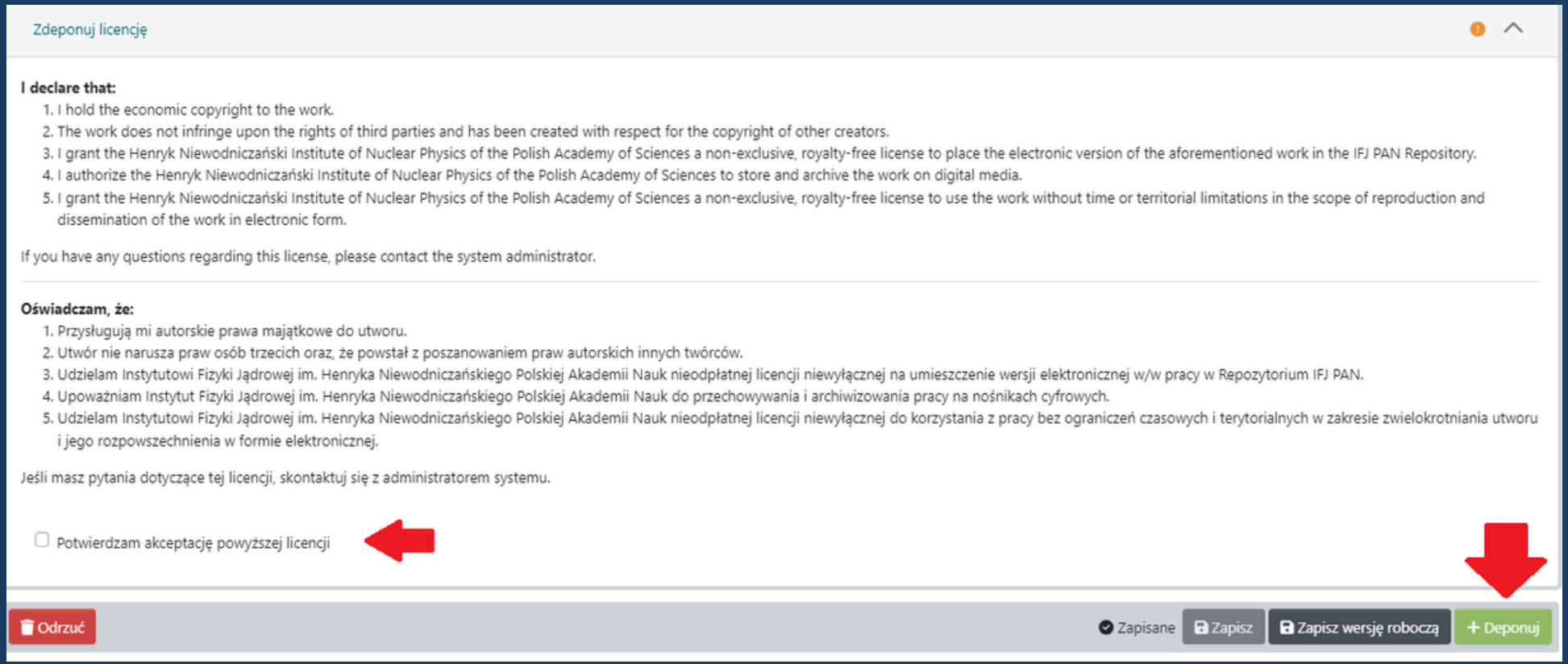
Grant a Creative Commons license





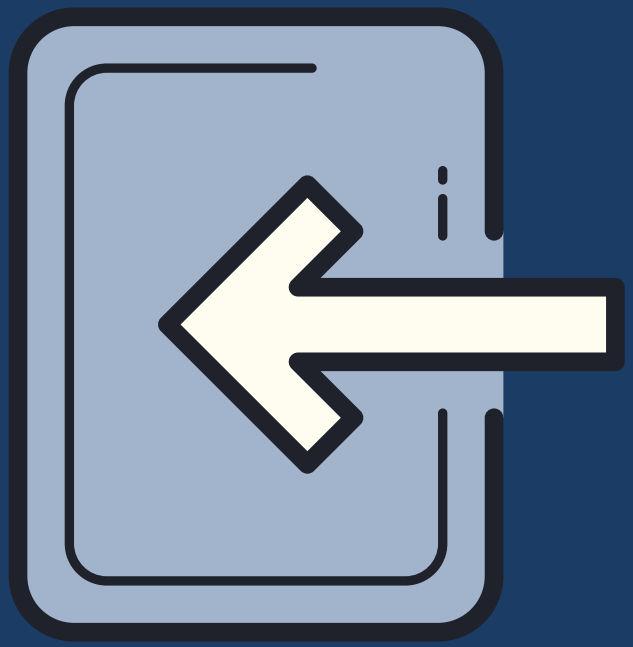
STEP 9

- Grant the IFJ PAN Repository license by checking "I confirm my acceptance of the above license"
- Click "Deposit" to deposit the publication/research data



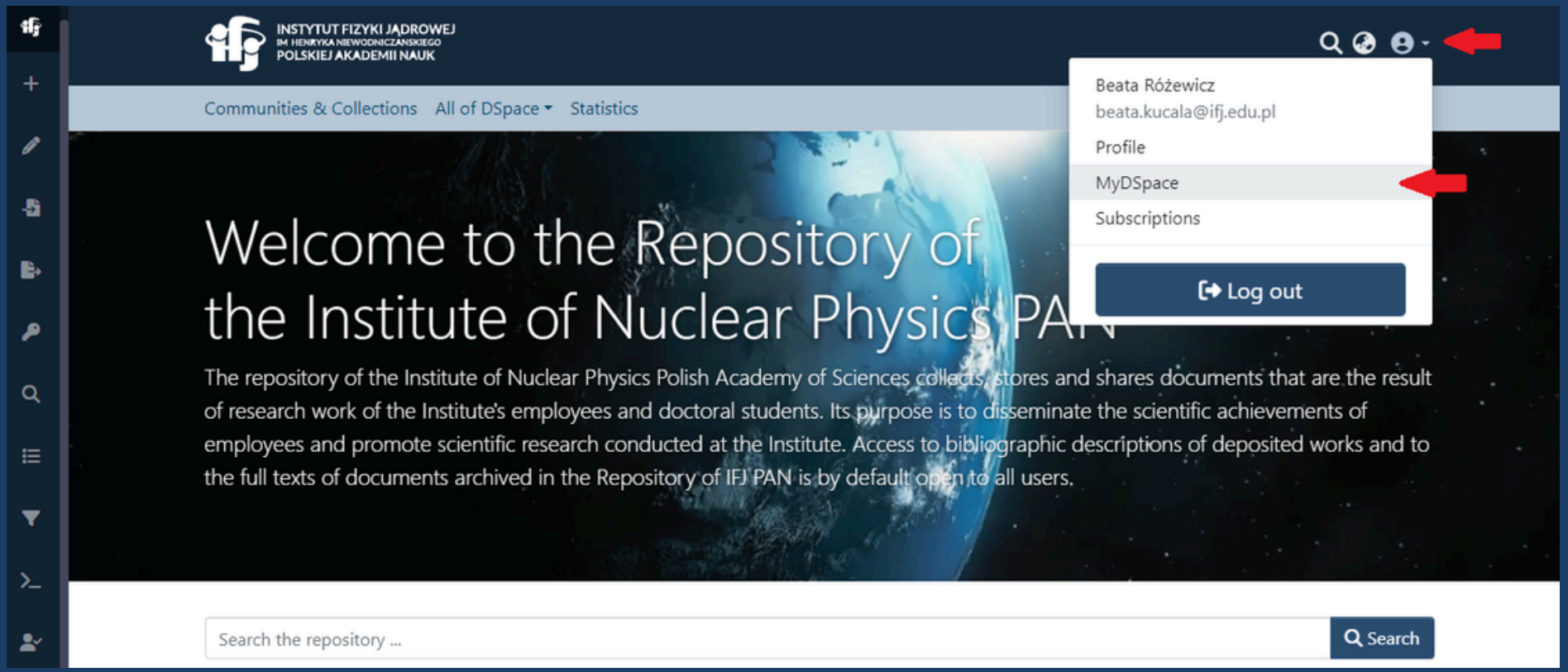
DEPOSIT BY IMPORTING METADATA FROM AN EXTERNAL SOURCE

It is possible to pull metadata from an external source - for items that have been indexed in external databases, such as DataCite, CrossRef, Scopus, Web of Science, Pubmed, arXiv and others.



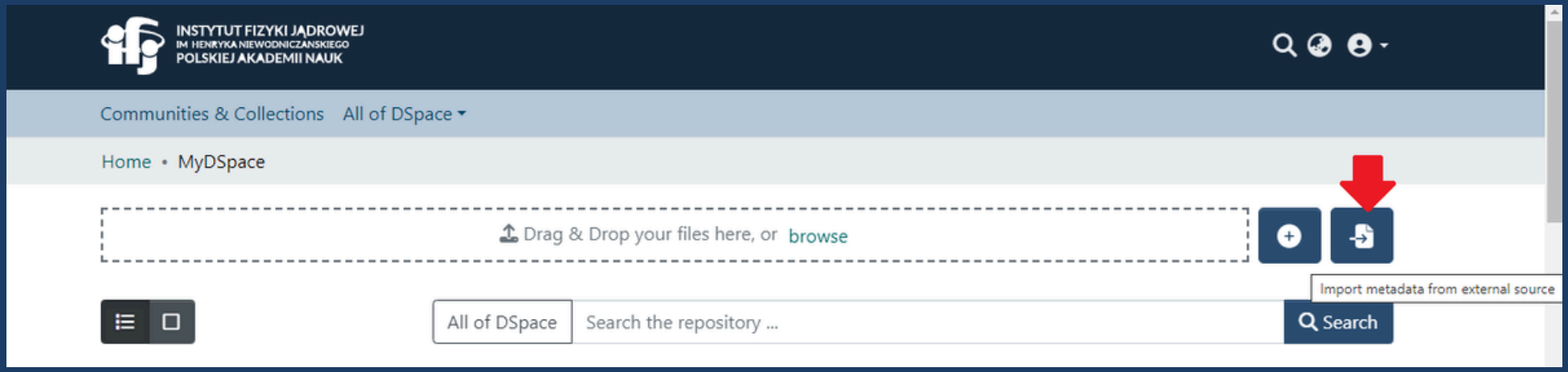
STEP 1

After logging in, click on user profile in the upper right corner, then click on "My DSpace"



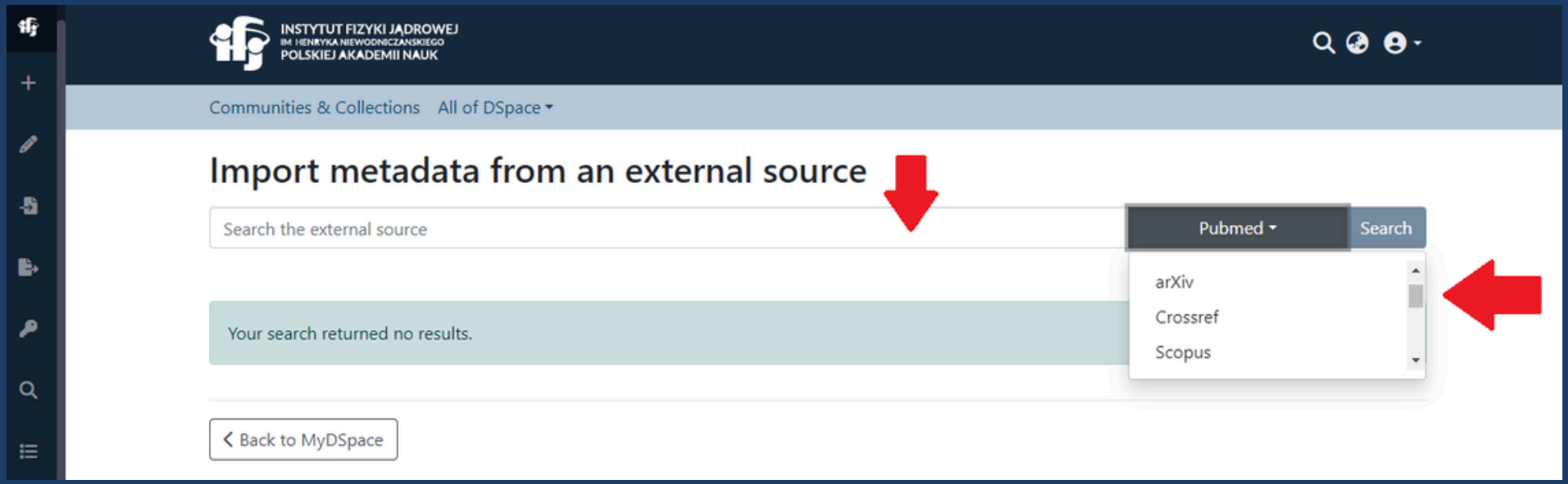
STEP 2

Then click on “Import metadata from external source”



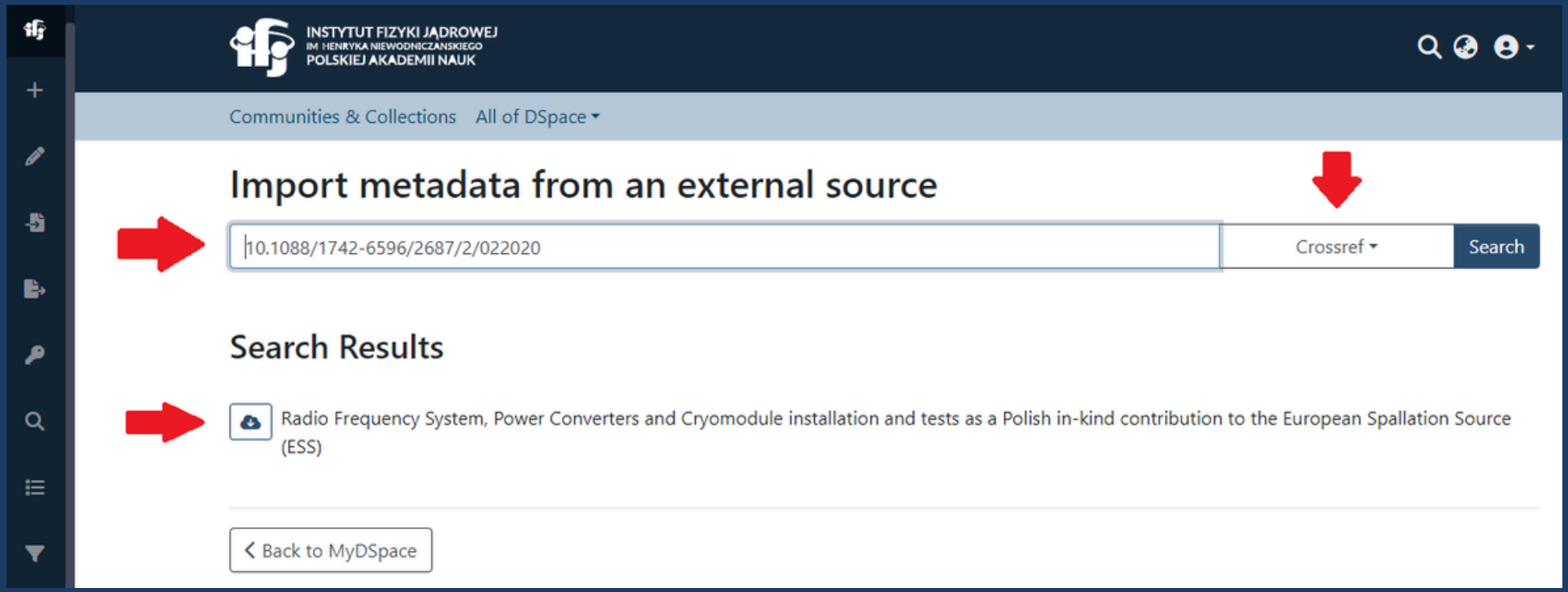
STEP 3

Select from the drop-down list the database from which you want to pull the selected item. In the "Search the external data sources" field, enter the DOI number of the item whose metadata you want to retrieve.



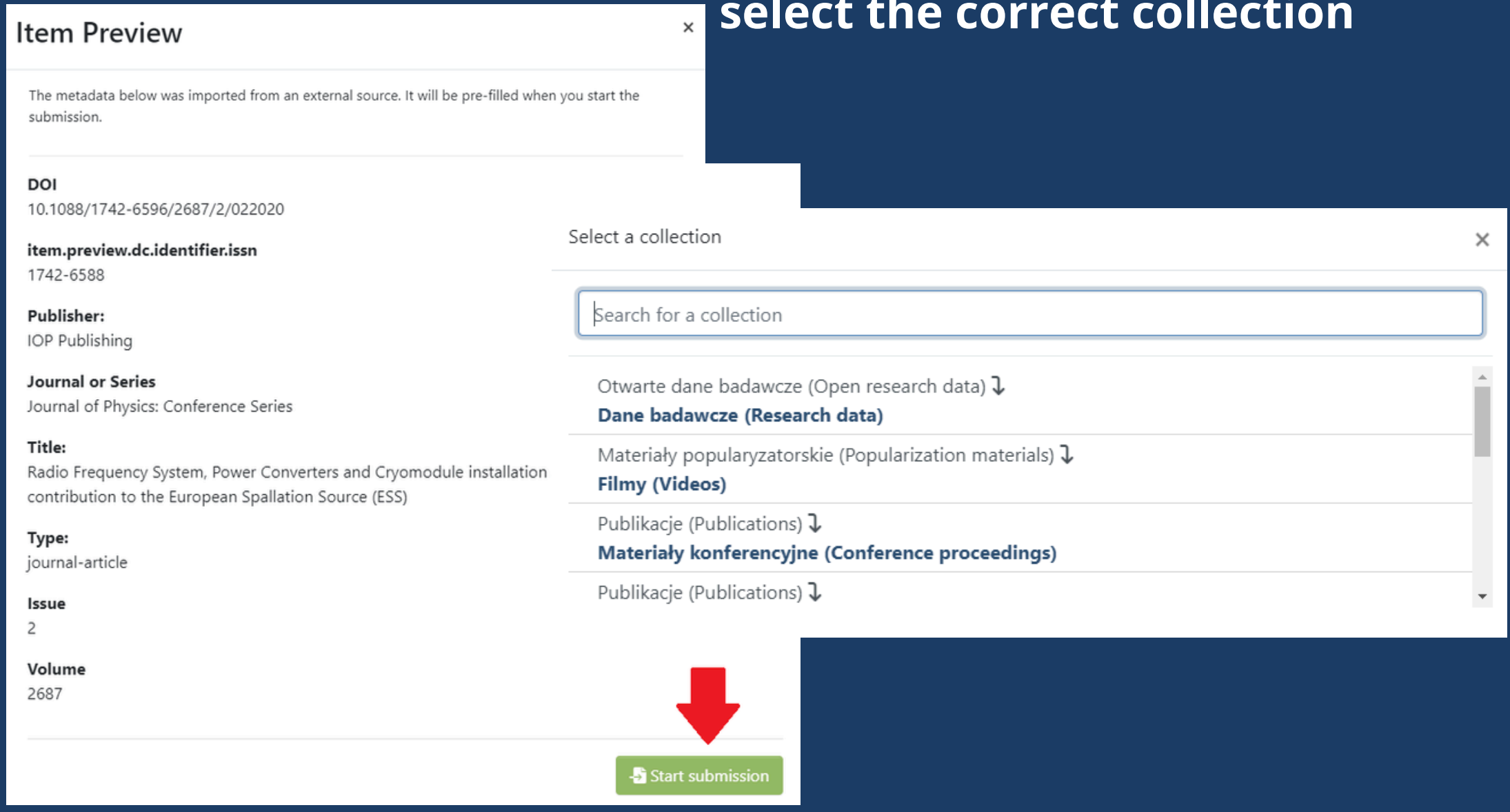
STEP 4

After entering the DOI number, selecting the base and clicking "Search," the search results should show up. Once you are sure that this is the item you want to import, click "Import remote item."



STEP 5

On the next page you will see “Item Preview”, click “Start submission” and select the correct collection



STEP 6

In the next step, review the form for adding items. Some metadata will pull in automatically, others you will need to add manually. Remember to attach the file with the item you are adding in this step. You can refer to steps 1 through 9 from the instructions above.

After licensing and clicking “Deposit”, the item will go to the Repository editors and will be approved.

VERIFICATION AND DOI NUMBER ASSIGNMENT

- Information about the deposited publication / research data goes to the repository administrator, who verifies its correctness.
- It is possible to assign a DOI number to items deposited in the Repository of the IFJ PAN.
- The publication/research data will be visible on the IFJ PAN Repository website after the verification is completed and the DOI number is added - this may take up to two working days.