

# DEPOSITION IN THE IFJ PAN REPOSITORY



# DEPOSITION BY FILLING OUT THE FORM FOR ADDING ITEMS



# STEP 1

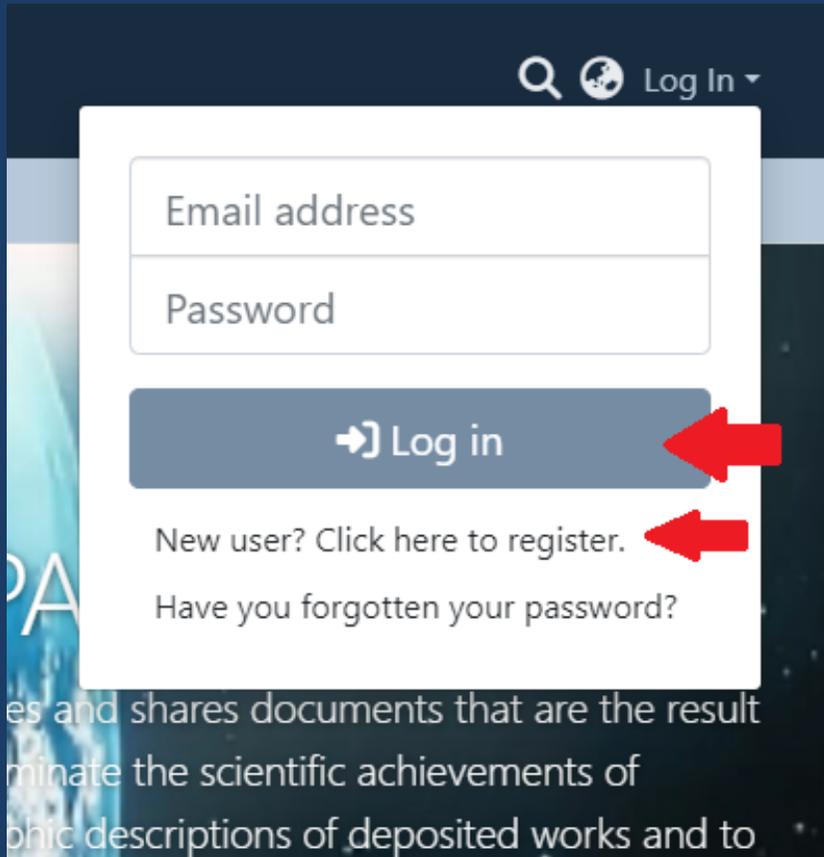
Visit the website: <https://rifj.ifj.edu.pl/>



The screenshot shows the website interface for the Institute of Nuclear Physics PAN. The header includes the IFJ logo and the text "INSTYTUT FIZYKI JADROWEJ IM HENRYKA NIEWODNICZANSKIEGO POLSKIEJ AKADEMII NAUK". Below the header, there is a navigation bar with "Communities & Collections", "All of DSpace", and "Statistics". The main content area features a large image of Earth from space and the text "Welcome to the Repository of the Institute of Nuclear Physics PAN". Below this, a paragraph describes the repository's purpose: "The repository of the Institute of Nuclear Physics Polish Academy of Sciences collects, stores and shares digital research work of the Institute's employees and doctoral students. Its purpose is to disseminate the scientific results of research conducted at the Institute. Access to bibliographic descriptions and the full texts of documents archived in the Repository of IFJ PAN is by default open to all users." On the right side, a language selection dropdown menu is open, showing options: Polski, English, العربية, বাংলা, Català, Čeština, Deutsch, Ελληνικά, Español, Suomi, Français, Gàidhlig, हिंदी, and Magyar. A red arrow points to the "English" option in the menu. Another red arrow points to the search icon in the top right corner of the website.

## STEP 2

Log in by clicking **“Login”** button in the upper right corner



The screenshot shows a login form with the following elements:

- Search icon, globe icon, and "Log In" dropdown menu in the top right corner.
- Input field for "Email address".
- Input field for "Password".
- A blue button with a right arrow and the text "Log in". A red arrow points to this button.
- Text: "New user? Click here to register." A red arrow points to this text.
- Text: "Have you forgotten your password?"

Below the form, there is a partial view of text: "es and shares documents that are the result", "minate the scientific achievements of", and "phic descriptions of deposited works and to".

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”**.

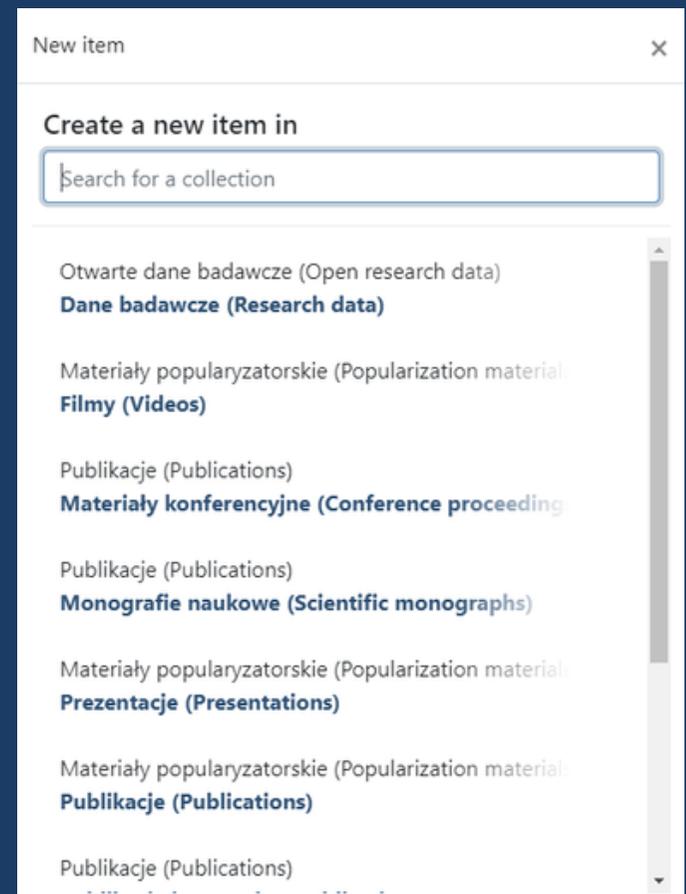
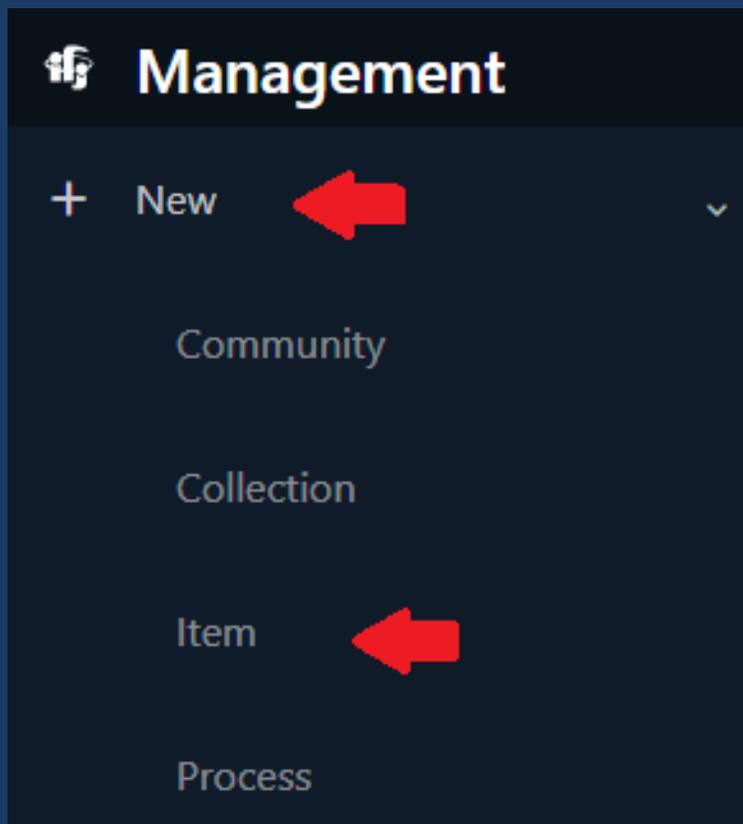


The screenshot shows the DSpace Management interface. On the left side, there is a dark sidebar with the word "Management" at the top, highlighted by a red arrow. Below it are several menu items: "New", "Edit", "Import", "Export", and "Access Control", each with a right-pointing chevron. The main content area features the logo of the Institute of Nuclear Physics (IFJ) and its full name in Polish: "INSTYTUT FIZYKI JĄDROWEJ IM HENRYKA NIEWODNICZAŃSKIEGO POLSKIEJ AKADEMII NAUK". Below the logo is a navigation bar with "Communities & Collections", "All of DSpace", and "Statistics". The background of the main area is a blue-tinted image of a globe, with the text "Welcome to the Repository of the Institute of Nuclear Physics PAN" overlaid in white.

## STEP 4

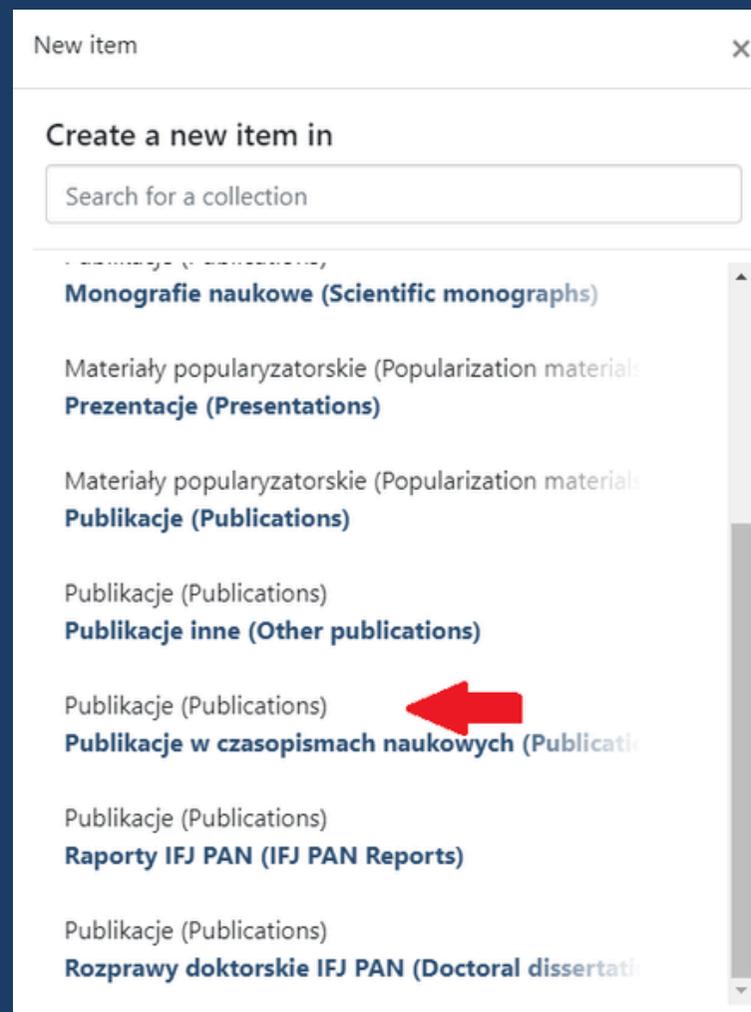
To add a new item, click **“New”** and then **“Item.”**

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).

The screenshot shows the submission interface for the Institute of Nuclear Physics (Instytut Fizyki Jądrowej im. Henryka Niewodniczańskiego Polskiej Akademii Nauk). The page is titled "Edit Submission" and shows a collection dropdown menu set to "Publikacje w czasopismach naukowych (Publications in scientific journals)". The "Describe" section contains the following fields:

- Author:** A text input field with the placeholder "Author" and a circular icon on the right. Below it, the instruction reads: "Enter the author's name (Family name, Given names)." There is a "+ Add more" link below the field.
- Title \*:** A text input field with the placeholder "Title". Below it, the instruction reads: "Enter the main title of the item."
- Other Titles:** A section for additional titles, currently empty.

At the bottom of the form, there are four buttons: "Discard" (red), "Saved" (black with a checkmark), "Save" (grey), "Save for later" (grey), and "+ Deposit" (green).

# 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”**.



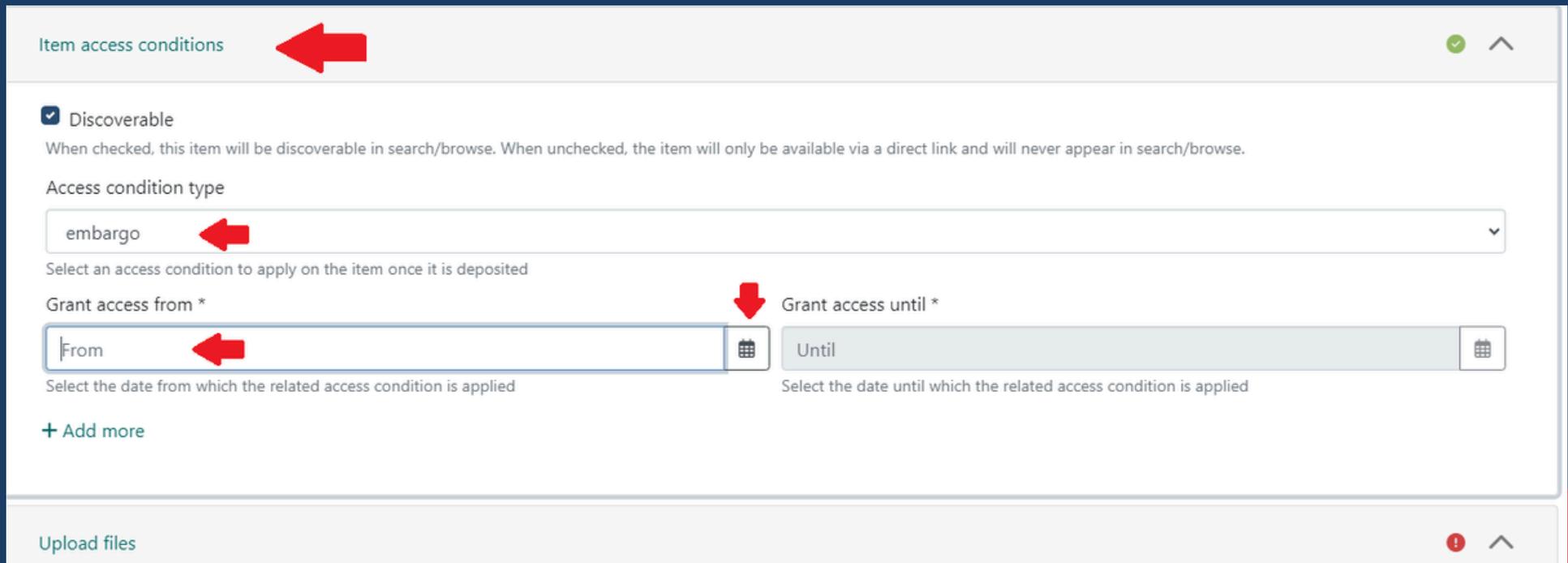
# REMEMBER

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”



Item access conditions  

Discoverable  
When checked, this item will be discoverable in search/browse. When unchecked, the item will only be available via a direct link and will never appear in search/browse.

Access condition type  
embargo 

Select an access condition to apply on the item once it is deposited

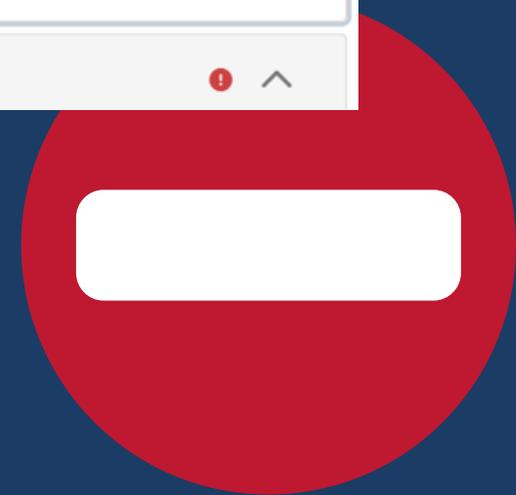
Grant access from \*   Grant access until \*  

Select the date from which the related access condition is applied

Select the date until which the related access condition is applied

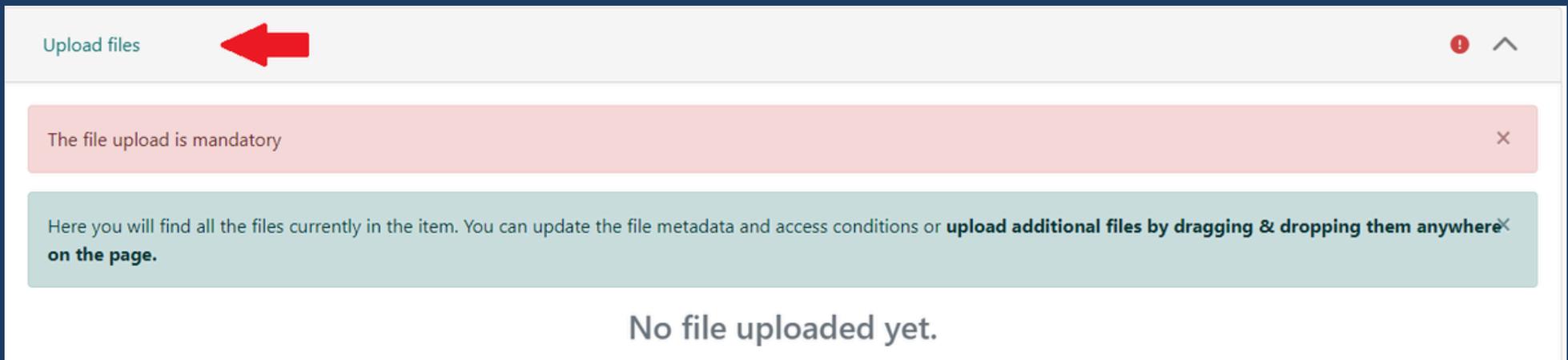
[+ Add more](#)

Upload files  



## 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).



The screenshot shows a web interface for uploading files. At the top left, there is a header "Upload files" with a red arrow pointing to it. To the right of the header are a red exclamation mark icon and an upward-pointing chevron icon. Below the header is a red error message box that says "The file upload is mandatory" with a close button (X) on the right. Underneath is a light green informational box that says "Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files by dragging & dropping them anywhere on the page.**" with a close button (X) on the right. At the bottom of the interface, the text "No file uploaded yet." is displayed.

# STEP 8

## Grant a **Creative Commons license**

Creative commons license

Select a license type... ▾

- CC0
- Creative Commons
- Public Domain Mark

Creative Commons ▾

**Allow commercial uses of your work?** ?

Yes  
 No

**Allow modifications of your work?** ?

Yes  
 ShareAlike  
 No

**Jurisdiction of your license** ?

International ▾

You've selected the following license:  
<http://creativecommons.org/licenses/by/4.0/>

I grant the license above 

# 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

Zdeponuj licencję

**I declare that:**

1. I hold the economic copyright to the work.
2. The work does not infringe upon the rights of third parties and has been created with respect for the copyright of other creators.
3. I grant the Henryk Niewodniczański Institute of Nuclear Physics of the Polish Academy of Sciences a non-exclusive, royalty-free license to place the electronic version of the aforementioned work in the IFJ PAN Repository.
4. I authorize the Henryk Niewodniczański Institute of Nuclear Physics of the Polish Academy of Sciences to store and archive the work on digital media.
5. I grant the Henryk Niewodniczański Institute of Nuclear Physics of the Polish Academy of Sciences a non-exclusive, royalty-free license to use the work without time or territorial limitations in the scope of reproduction and dissemination of the work in electronic form.

If you have any questions regarding this license, please contact the system administrator.

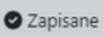
**Oświadczam, że:**

1. Przysługują mi autorskie prawa majątkowe do utworu.
2. Utwór nie narusza praw osób trzecich oraz, że powstał z poszanowaniem praw autorskich innych twórców.
3. Udzielam Instytutowi Fizyki Jądrowej im. Henryka Niewodniczańskiego Polskiej Akademii Nauk nieodpłatnej licencji niewyłącznej na umieszczenie wersji elektronicznej w/w pracy w Repozytorium IFJ PAN.
4. Upoważniam Instytut Fizyki Jądrowej im. Henryka Niewodniczańskiego Polskiej Akademii Nauk do przechowywania i archiwizowania pracy na nośnikach cyfrowych.
5. Udzielam Instytutowi Fizyki Jądrowej im. Henryka Niewodniczańskiego Polskiej Akademii Nauk nieodpłatnej licencji niewyłącznej do korzystania z pracy bez ograniczeń czasowych i terytorialnych w zakresie zwielokrotniania utworu i jego rozpowszechnienia w formie elektronicznej.

Jeśli masz pytania dotyczące tej licencji, skontaktuj się z administratorem systemu.

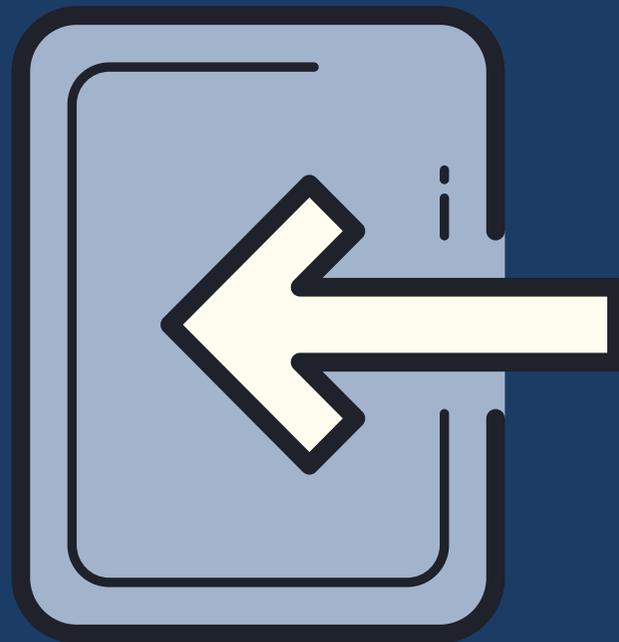
Potwierdzam akceptację powyższej licencji

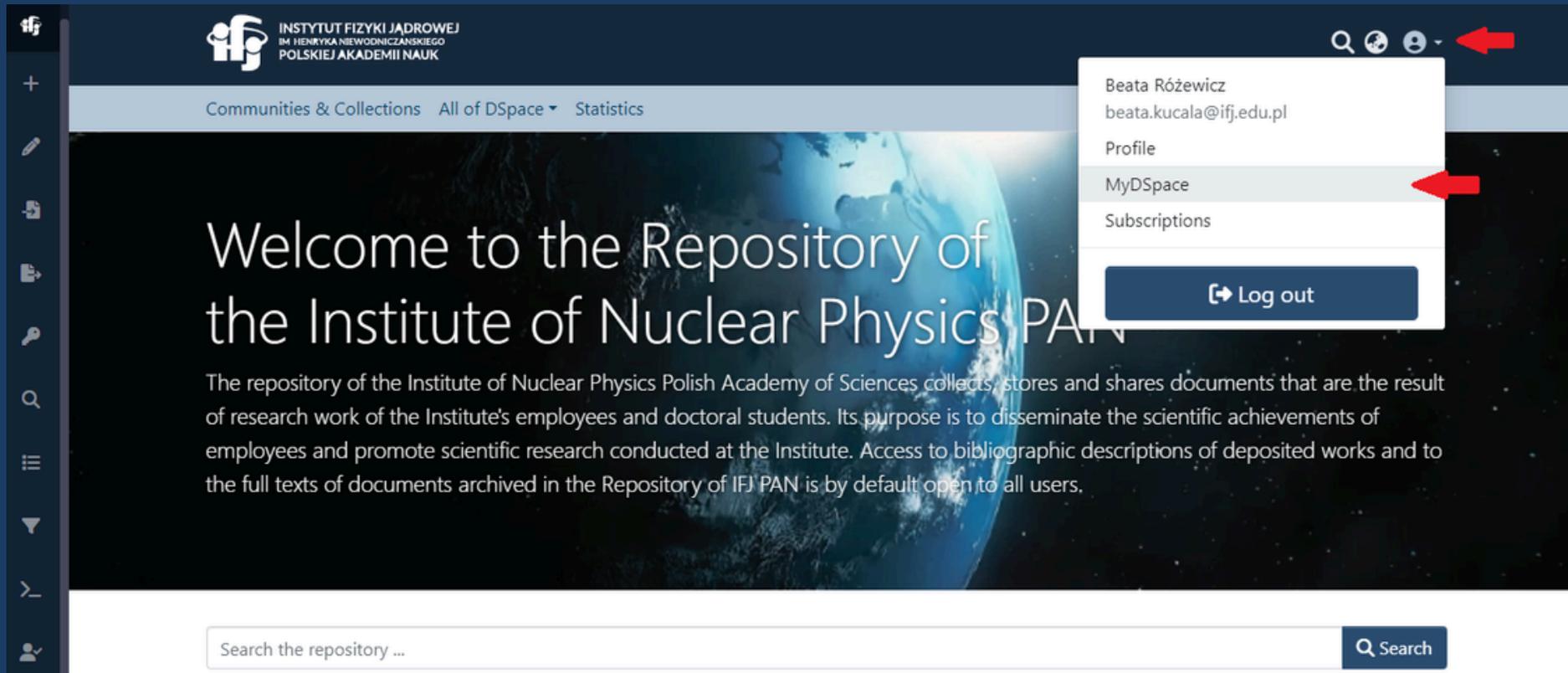
# DEPOSIT BY IMPORTING METADATA FROM AN EXTERNAL SOURCE

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”**



The screenshot displays the DSpace repository interface for the Institute of Nuclear Physics Polish Academy of Sciences (IFJ PAN). The header includes the IFJ logo and the text "INSTYTUT FIZYKI JĄDROWEJ IM HENRYKA NIEWODNICZANSKIEGO POLSKIEJ AKADEMII NAUK". The main navigation bar shows "Communities & Collections", "All of DSpace", and "Statistics". The main content area features a large banner with the text "Welcome to the Repository of the Institute of Nuclear Physics PAN" and a description of the repository's purpose. A search bar is located at the bottom of the page.

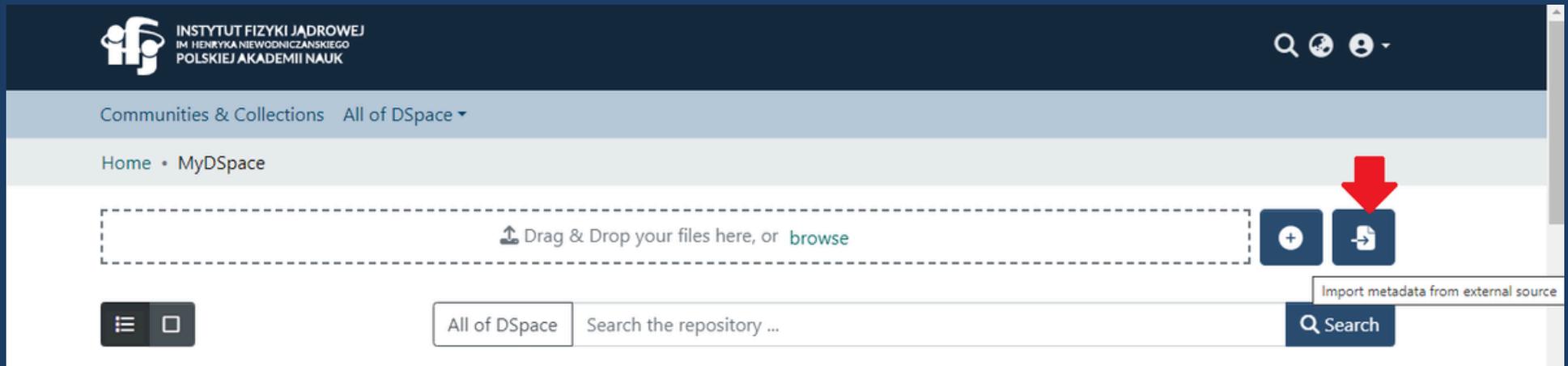
In the upper right corner, a user profile dropdown menu is open, showing the following options:

- Beata Różewicz
- beata.kucala@ifj.edu.pl
- Profile
- MyDSpace**
- Subscriptions

A "Log out" button is also visible in the dropdown menu. Red arrows point to the user profile icon in the top right corner and the "MyDSpace" option in the dropdown menu.

## STEP 2

Then click on **“Import metadata from external source”**



The screenshot displays the DSpace interface for the Institute of Nuclear Physics (Instytut Fizyki Jądrowej im. Henryka Niewodniczańskiego Polskiej Akademii Nauk). The page shows the navigation menu with 'Communities & Collections' and 'All of DSpace'. Below this, there is a breadcrumb trail 'Home • MyDSpace'. A large dashed box indicates a file upload area with the text 'Drag & Drop your files here, or browse'. To the right of this area are two buttons: a plus sign (+) and a document icon with an arrow pointing to it. A red arrow points to the document icon button. Below the upload area is a search bar with the text 'All of DSpace Search the repository ...' and a 'Search' button. A tooltip 'Import metadata from external source' is visible over the document icon button.

## 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.

The screenshot shows the 'Import metadata from an external source' page. At the top, there is a header for 'INSTYTUT FIZYKI JADROWEJ IM HENRYKA NIEWODNICZANSKIEGO POLSKIEJ AKADEMII NAUK'. Below the header, the page title is 'Import metadata from an external source'. A search input field labeled 'Search the external source' is present, with a red arrow pointing to it. To the right of the search field is a dropdown menu currently set to 'Pubmed', with a red arrow pointing to it. The dropdown menu is open, showing a list of options: 'arXiv', 'Crossref', and 'Scopus'. Below the search field, a message states 'Your search returned no results.' At the bottom left, there is a button labeled '< Back to MyDSpace'.

## 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.”**



The screenshot displays the DSpace interface for importing metadata. At the top, the header includes the logo of the Institute of Nuclear Physics (Instytut Fizyki Jądrowej im. Henryka Niewodniczańskiego Polskiej Akademii Nauk) and navigation icons. Below the header, the page title is 'Import metadata from an external source'. A red arrow points to the input field containing the DOI number '10.1088/1742-6596/2687/2/022020'. Another red arrow points to the 'Crossref' dropdown menu, and a third red arrow points to the 'Search' button. Below the search bar, the 'Search Results' section shows a single result: 'Radio Frequency System, Power Converters and Cryomodule installation and tests as a Polish in-kind contribution to the European Spallation Source (ESS)'. A red arrow points to this result. At the bottom, there is a button labeled '< Back to MyDSpace'.

# STEP 5

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

## Item Preview

The metadata below was imported from an external source. It will be pre-filled when you start the submission.

### DOI

10.1088/1742-6596/2687/2/022020

### item.preview.dc.identifier.issn

1742-6588

### Publisher:

IOP Publishing

### Journal or Series

Journal of Physics: Conference Series

### Title:

Radio Frequency System, Power Converters and Cryomodule installation contribution to the European Spallation Source (ESS)

### Type:

journal-article

### Issue

2

### Volume

2687

## Select a collection

Otwarte dane badawcze (Open research data) ↓

**Dane badawcze (Research data)**

Materiały popularyzatorskie (Popularization materials) ↓

**Filmy (Videos)**

Publikacje (Publications) ↓

**Materiały konferencyjne (Conference proceedings)**

Publikacje (Publications) ↓



 Start submission

## 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.**