

The digital archive that collects the scientific production of the institute

# institutional repository

IMDEA  
Nanociencia



Repository  
autoarchive  
guide



# contents

1. INTRODUCTION .....	3
2. ORGANIZATION: COMMUNITIES AND COLLECTIONS .....	4
3. HOW TO SEARCH FOR AN ITEM .....	6
4. HOW TO CONTRIBUTE .....	8
4.1 REGISTRATION OF NEW USERS .....	8
4.2 UPLOADING DOCUMENTS .....	10

# 1 Introduction



## 1. Introduction

The institutional Repository of IMDEA Nanociencia is the digital archive that collects the scientific production of the institute, with the aim of preserving and disseminating research results in open access.

The IMDEA Nanociencia Repository was established as operational in 2019. It is an Open Access repository that allows the dissemination of content without restrictions, making it visible worldwide, thus adhering to the Open Science principles initiated in the Declaration of Berlin<sup>1</sup> and the Granada Declaration. The Repository complies with the Open Access requirements and is therefore indexed in the OpenDOAR global listing as trusted repository. In its commitment to the dissemination of results, IMDEA Nanociencia offers through the Repository free access without payment or registration barriers to all its content including metadata and content. In addition, it has made available to the national and international aggregators Recolecta and OpenAIRE, respectively, all the metadata for harvesting, which they currently collect and index periodically.

The Repository is physically hosted on the servers of the Madrid Institute for Advanced Studies (IMDEA) in Nanoscience, an institute managed by the non-profit foundation “*Fundación IMDEA Nanociencia*”, constituted by initiative of *Comunidad de Madrid*. The Repository is managed by the IMDEA Nanociencia staff, with support from the information systems technicians (ICT and DSpace development). The Repository is an IMDEA Nanociencia project supported by the Severo Ochoa Centre of Excellence distinction, awarded to IMDEA Nanoscience in 2017.

The Repository infrastructure is built using the open source software DSpace, being one of the most widely used for the implementation of digital repositories and being congruent with the principles of Open and Inclusive Science. This platform allows to collect and preserve archives in an organized way through communities and collections, to describe digital material using metadata and interoperable identifiers, and to retrieve resources using a search system. The Repository interface is in two languages, Spanish and English, to facilitate access from anywhere in the world.

The digital material collected by the Repository is described using the popular Dublin Core OAI-DC metadata schema, with dedication to the public domain (CC0). To make possible the visibility of the scientific documents deposited in the Repository, an OAI-PMH (Open Archives Initiative-Protocol Metadata Harvesting) information exchange language is used, through which the whole of the Repository, or a part of it (a collection), can be harvested. The items of the Repository are uniquely identified by a persistent identifier using the Handle system, that is assigned at the time of depositing.

In the following pages, we describe how the Repository organizes its content, how to search for an item within the Repository, and how to contribute with your research results to the IMDEA Nanociencia Repository.

<sup>1</sup> <https://openaccess.mpg.de/Berlin-Declaration>

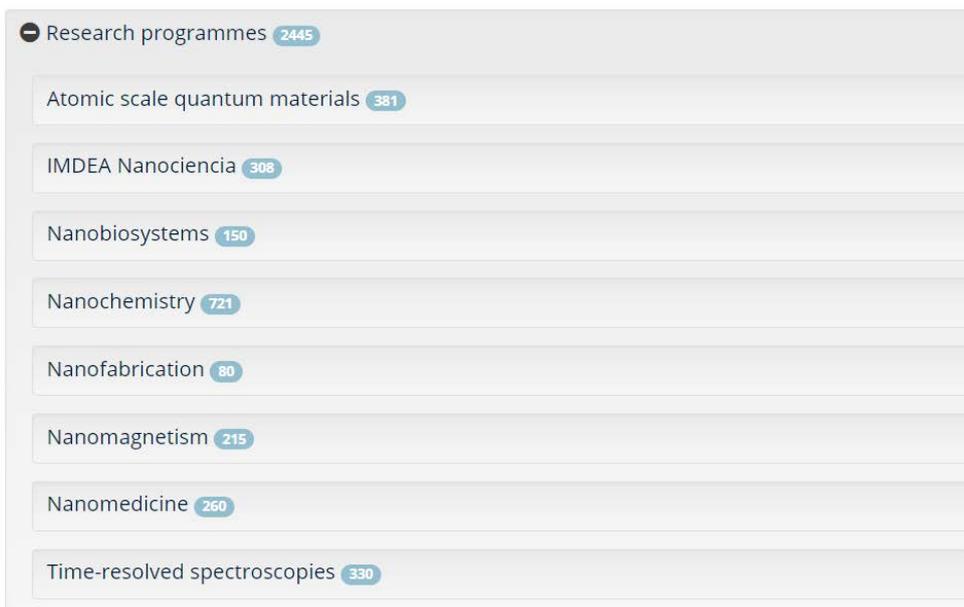


## 2. ORGANIZATION: COMMUNITIES AND COLLECTIONS

The IMDEA Nanociencia Repository is divided into three main categories (DSpace communities): *Institutional documents*, *Research programmes* and *Teaching*.



These communities contain **collections**, which are groups of related content. These collections may have different policies and workflows, for example, a user may be able to deposit in only one collection but not in other collections of the Repository.





Within the *Research programmes* community, there are as many collections as for each of the Scientific Programmes at IMDEA Nanociencia.

## How to search for an item



# 3. How to search for an item

Although there are several ways to access the results within the Repository, the most straightforward way to search for results is by using the 'Advanced Search' tool. This is accessed from the left menu panel.

Home

en | es

Advanced search

- » Author
- » Funding
- » Title
- » Communities & Collections

My account

- » Log in
- » New registry

Services

- » Autoarchive guide
- » Open access policies
- » Licenses
- » Help - FAQs

Welcome to IMDEA Nanociencia Repository

The institutional Repository of IMDEA Nanociencia is the digital archive that collects the scientific production of the institute, with the aim of preserving and disseminating research results in open access.

Search in the repository

» Recent submissions

» Institutional documents

» Research programmes

The 'Advanced Search' tool allows searches by specific fields, either in the whole repository or by restricting the search to a specific collection. This tool also allows for filtering the search results by *title*, *author*, *subject*, *funding* or *publication date*.

## Search

Search: All of DSpace for

Add filters: Title Equals

Results 10 by Relevance In order Descending Authors All

Title

Author

Subject

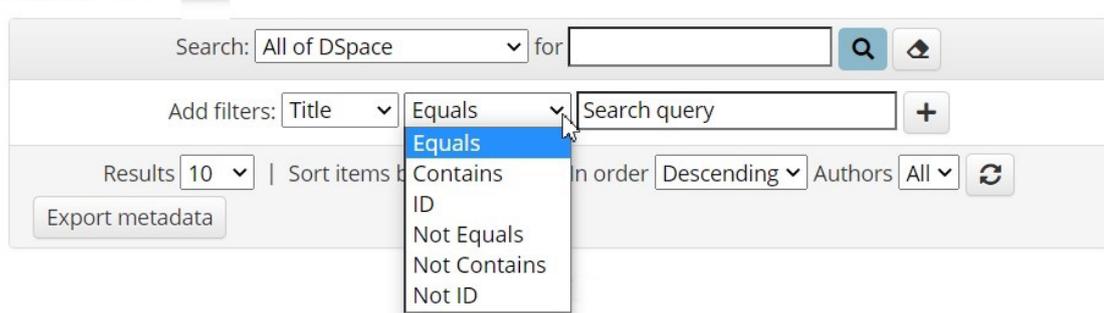
Funding

Date



Please, introduce your search query within the box, and specify whether the results should match exactly, contain or not contain the text string by selecting the appropriate option (“Equals”, “Contains”, “Not contains”, etc.) in the dropdown menu.

Search



The screenshot shows a search interface with the following elements:

- A search bar with the text "Search: All of DSpace" and a search button.
- A dropdown menu for search operators with options: Equals, Contains, ID, Not Equals, Not Contains, and Not ID. The "Equals" option is currently selected.
- A text input field for the search query.
- Sorting options: "Sort items by" with a dropdown menu set to "Descending", and "Authors" with a dropdown menu set to "All".
- A "Results" dropdown menu set to "10".
- An "Export metadata" button.

The filtered search results can be sorted by *relevance*, *title* and *date of upload*, in ascending or descending order.

Under the “Advanced Search” menu in the left panel, there are several options of searching by:

#### Advanced search

- » Author
- » Funding
- » Title
- » Communities & Collections

- **Author:** it allows to see all authors in alphabetical order.
- **Funding.**
- **Title:** all titles are listed in alphabetical order.
- **Communities and collections:** it allows to browse through the list of communities and collections.

## How to contribute



# 4. How to contribute

IMDEA Nanociencia staff and researchers are welcome to contribute with their research results to the Repository. To be able to contribute, registering is mandatory.

## 4.1. Registration of new users

To register yourself as new user, please contact the Repository administrator. Please write an expression of interest to [repositorio.nanociencia@imdea.org](mailto:repositorio.nanociencia@imdea.org) with your name, position and affiliation details.

The administrator will provide you with a temporary password to access the Repository, that can be changed afterwards. Please, access the Repository by clicking “Log in” in the left panel: introduce your e-mail and the password provided by the administrator.

**Advanced search**

- » Author
- » Funding
- » Title
- » Communities & Collections

**My account**

- » [Log in](#)
- » [New registry](#)

**Services**

- » Autoarchive guide
- » Open access policies

**Log In** +

Please enter your e-mail address and password into the form below.

E-mail Address:

Password:

Did you forget your password?

**New user? [Click here to register.](#)**

To change the password, once logged in, go to “Administer” > “Edit profile” and introduce a new password.



Home / *Edit Your Profile*

## Edit Your Profile

Please enter or amend the following information. The fields marked with a \* are required.

First name\*:

Last name\*:

Contact telephone:

Language:



**Optionally**, you can choose a new password and enter it into the box below, and confirm it by typing it again into the second box for verification. It should be at least six characters long.

New Password:

Again to Confirm:

Update Profile



## 4.2. Uploading documents

To submit a new item to the repository, please use the green button “Start a new submission” from the home page after logging in.



### Step 1: Select the collection

In the next step, the user will be asked about the collection in which they want to deposit the item. Only the collections for which the user has permission to deposit on will appear in the list.

## Submit: Choose Collection ?

Select the collection you wish to submit an item to from the list below, then click "Next".

You must select a collection for this item.

Collection	Seleccione...
Go to DSpace	Seleccione...
My DSpace	<ul style="list-style-type: none"> <li>Research programmes &gt; Atomic scale quantum materials</li> <li>Teaching &gt; Doctoral theses</li> <li>Research programmes &gt; IMDEA Nanociencia</li> <li>Institutional documents &gt; Internal documents</li> <li>Research programmes &gt; Nanobiosystems</li> <li>Research programmes &gt; Nanochemistry</li> <li>Research programmes &gt; Nanofabrication</li> <li>Research programmes &gt; Nanomagnetism</li> <li>Research programmes &gt; Nanomedicine</li> <li>Institutional documents &gt; Repository services</li> <li>Institutional documents &gt; Scientific reports</li> <li>Research programmes &gt; Time-resolved spectroscopies</li> <li>Teaching &gt; Trabajos fin de grado</li> <li>Teaching &gt; Trabajos fin de máster</li> </ul>



## Step 2: Describe the item main elements

Once selected the collection, click on the “Next” button to start describing the item. The fields marked with an asterisc (\*) are mandatory.

Describe
Describe
Access
Upload
Verify
License
Complete

### Submit: Describe this Item ?

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Type of document \*

Title \*

Author(s) \*

Affiliation(s)

Date \*

Submit date \*

Keywords

The field “Date” refers to the publication date. It is possible to fill in only with the year of publication.

To fill in the “Author(s)” field, please click on the magnifier button and search for an author. Select it from the list by clicking “Seleccionar”. If the author does not appear on the Authority Control list, please, insert it manually (“+ Nueva autoridad”).

### Authority control

Results 1 to 10 of 135 for ""

<<
previous
1
2
3
4
5
next
>>

Autoridad		
Abellán, G.	Seleccionar	<input type="button" value="📄"/> <input type="button" value="✖"/>
Abudulimu, Abasi	Seleccionar	<input type="button" value="📄"/> <input type="button" value="✖"/>



Please, insert the DOI identifier if the object you are submitting has already an assigned DOI, e.g. a journal publication. If you are unsure about the DOI, please leave this space blank.

DOI

Funding  [+ Add More](#)

Select the language of the main content of the item. If the language does not appear in the list, 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 \*

[Cancel/Save](#) [Next >](#)

Then click “Next” to continue describing the item.

### Step 3: Describe further

Please, fill in the fields that are appropriate to describe your item. For example, “Journal”, “Volume”, “Issue” and “Pages” in the case of a journal publication. Click “Next”.

### Step 4: Give access

In the next window, the system will ask about the type of access the user wants to assign to the item. There are three options:

- Open access. No action is required in this window. Please click “Next”.
- Embargoed access. Please, set an embargo date. The item will be visible from the embargo date on.
- Closed access. Please, tick the “Private” box. Once selected, the item will be uploaded to the Repository, but will not be visible to the public.



Describe
Describe
Access
Upload
Verify
License
Complete

## Access

**Private Item**

Private:  If selected, the item won't be searchable.

**Embargo**

Embargo Date:  The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Reason:  
The reason for the embargo, typically for internal use only. Optional.

It is possible to assign the embargo only to the uploaded archive, so the information on the item is public, but the access to the archive (PDF, etc.) is restricted. To set an embargo to the uploaded archive, select an embargo when uploading the archive (see next step #5).

### Step 5: Attach documents

In the next window the user can upload the document. Please, click on the link or drop a file in the grey box space. It is possible to skip this step, and provide only information on the research results, and not the results themselves. Once the information (item) is uploaded to the Repository, the user can update the item by uploading an archive.

Describe
Describe
Access
Upload
Verify
License
Complete

## Submit: Upload a File ?

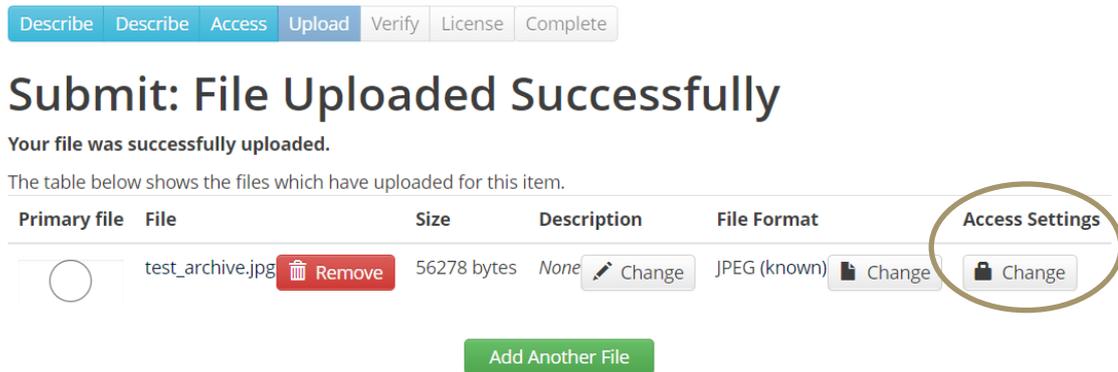
Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.





When uploading successfully an archive, click “Next” and the following screen will appear. If you wish to add another file to the registry, click “Add another file”. Please, select “Primary file” for the main archive of the results deposited. For example, a publication (\*.pdf) with supporting information (\*.jpg): the main file will be the PDF publication.



Primary file	File	Size	Description	File Format	Access Settings
<input type="radio"/>	test_archive.jpg  Remove	56278 bytes	None  Change	JPEG (known)  Change	 Change

[Add Another File](#)

If you wish to set an embargo on the uploaded document, please click on the “Change” button under the “Access settings” and set an embargo date. The document will be visible to the public only after the embargo lift, but the information on the record will be always visible to the public.

## Step 6: Confirm the information

In the next window, the user will be asked to revise all the information before submitting. When the information is correct, click “Next” to choose the license to the content.

## Step 7: Provide a license

The licenses can be:

- **Creative Commons.** CC licenses are a standardised way to give permission to share and use your work on the conditions of your choice. Please, select the options below:
  - Would you like to allow the commercial use of your work?
  - Would you like to allow modifications of your work?
- Copyright. All rights are reserved. Please note that this is not a preferred license to the works deposited, as the mission of the Repository is to serve as an open archive.



Describe Describe Access Upload Verify License Complete

## Submit: Use a Creative Commons License ?

License Type

¿Quiere permitir usos

Yes  No

¿Quiere permitir modificaciones de su obra? ?

Yes  ShareAlike  No

TYPE OF CREATIVE COMMONS LICENSE		Would you allow modifications of your work?	
		YES	NO
Would you allow the commercial use of your work?	YES	<a href="#">CC-BY</a>	<a href="#">CC-SA</a>
	NO	<a href="#">CC-NC</a>	<a href="#">CC-NC-ND</a>

Please, note that the metadata (description of the item) will be always public (CC0).

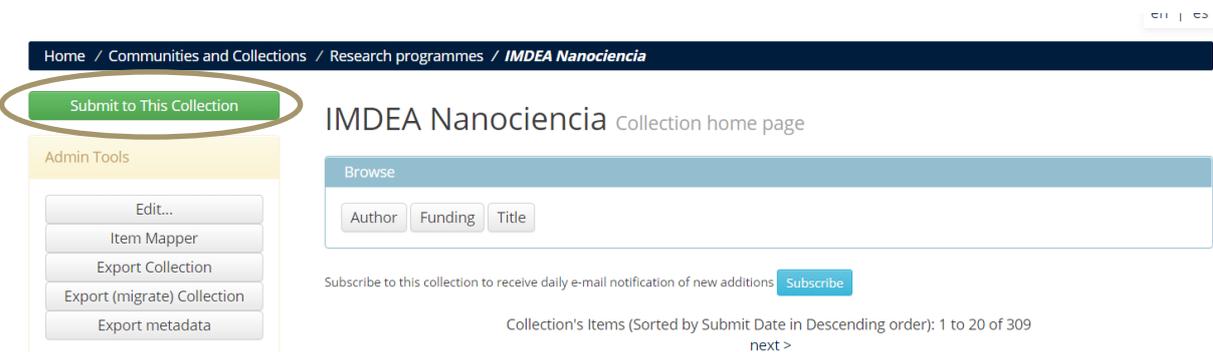
If you are unsure about the type of license that is most convenient for your work, please [contact the administrator](#). Please, beware that most of the journal publications have a Publication Agreement that restricts the deposition of publications in part or a whole, or impose certain conditions for the deposition in repositories.

By clicking “Next”, the submission will be complete.



## Submitting from collections

It is also possible to submit a new item directly from a specific collection. If you wish to contribute from a specific collection, go to the collection (Advanced Search > Communities and collections) and click on the “Submit to this collection” button. A new uploading process will start. Please, follow the steps from 2 to 7 above.



Home / Communities and Collections / Research programmes / **IMDEA Nanociencia**

**Submit to This Collection**

Admin Tools

- Edit...
- Item Mapper
- Export Collection
- Export (migrate) Collection
- Export metadata

IMDEA Nanociencia Collection home page

Browse

Author Funding Title

Subscribe to this collection to receive daily e-mail notification of new additions [Subscribe](#)

Collection's Items (Sorted by Submit Date in Descending order): 1 to 20 of 309  
next >

Please, note that the submissions have a permanent character. Exceptionally, small modifications of the items metadata are allowed. All update requests need to be submitted via e-mail to the [administrator](#).

The digital archive that collects the **scientific production of the institute**

**institutional  
repository**

**IMDEA  
Nanociencia**



**instituto  
imdea  
nanociencia**



**EXCELENCIA  
SEVERO  
OCHOA**