institutional
repository

IMDEA
Nanociencia

Frequently asked questions

instituto
iMdea
nanociencia

EXCELENCIA
SEVERO
OCHOA

FAQ

Frequently asked questions

What is an open access institutional repository?

It is a tool that allows the storage and preservation of the scientific and academic production in digital format that is generated by the researchers of an institution and allows the dissemination of content without payment restrictions, making them visible worldwide.

Who can deposit documents?

All research personnel belonging to IMDEA Nanociencia can deposit documents. For more detailed information about the self-archiving process, see the Autoarchive Guide Section 4.

Why would I have to deposit my work?

Since 2011, article 37 of the National Law on Science, Technology and Innovation (14/2011, BOE-131) advocates the archiving in open access digital repositories of scientific production financed mostly with funds from the "Plan Nacional" Budget. In parallel, the European Commission urges beneficiaries of the Horizon 2020 and Horizon Europe programmes to deposit the underlying publications and data, resulting from the research of their projects, in open access repositories. At the regional level, some calls (e.g. Talent Attraction) are already aligned with the open access policies carried out by the European Union.

These regulations respond to the problem currently posed by the payment in triplicate by the funding bodies of scientific production: research, publication in peer-reviewed scientific journals, and the cost of open access to publications. Open access policies for scientific publications and data pursue four fundamental objectives with the purpose of building a fairer system of scientific publications: 1) To avoid a triple expenditure of public money. 2) Recovery and indexing of the so-called "gray" literature (thesis, research data) that represent a public expense and are not exploited enough. 3) Creation of a scientific information infrastructure accessible to the entire community. 4) Achieve greater independence from private providers to access information on publications.

The IMDEA Nanociencia Repository is created with the intention of providing local support to the objectives set by open access funding bodies. The benefits offered by the Repository to the authors are:

- Preservation over time of digital archives.
- Immediate visibility for the articles, papers, book chapters, and other documents.
- Rapid distribution of research results.
- Organized access to scientific work.
- A permanent URL to cite your work anywhere.

institutional
repository
IMDEA
Nanociencia

Repository autoarchive guide

What documents can be archived in the IMDEA Nanociencia Repository?

The content of the documents that can be archived in the IMDEA Nanociencia Repository is:

- Scientific or academic.
- Produced by a member of the IMDEA Nanociencia research community.
- Licensed for the maximum legal term. The author who deposits the document has the copyright of the work for distribution, either because he is the author, or because he has obtained it from the publisher that publishes the work.

The digital documents included can be:

- Articles.
- Research data.
- Conference papers.
- Monographs and book chapters.
- Technical reports.
- Working documents and action protocols.
- Doctoral theses and dissertations. Final degree projects.

What file formats does IMDEA Nanociencia Repository support?

IMDEA Nanociencia Repository supports any digital format, but standard machine-readable formats (PDF, ASCII, XML) are preferred over non-standard license formats (DOC, XLS). Likewise, the IMDEA Nanociencia Repository reserves the right to manipulate the files in order to adopt the necessary technical measures to make them visible in the future, for example, migration to new versions.

What is the maximum upload size?

Maximum upload size is 500 MB. Please, contact the administrator for uploading larger files.

To whom is IMDEA Nanociencia Repository for

IMDEA Nanociencia Repository is an open access repository, so anyone with Internet access can visit and use this instrument. Restrictions regarding the subsequent use of the digital documents contained are set out by the license to each particular item.

Frequently asked questions

What happens to my work after archiving?

The work may be consulted or downloaded freely by any user with Internet access. Restrictions regarding the subsequent use of the digital documents contained are set out by the license to each particular item. The benefits of free access to information are included in the section "Why do I have to deposit my work?".

In addition, the archives contained in the IMDEA Nanociencia Repository are periodically collected by different aggregators that group the different thematic repositories, both national and international. The Repository is collected periodically by the following platforms: **RECOLECTA** and **OpenAIRE**. Further use of the downloaded digital documents is subject to the license provided by the person depositing each document.

I want to deposit my work. How do I get started?

Reading the Repository Autoarchive Guide.

Can I deposit a work that has already been published in a journal?

Depends on. To distribute a work it is necessary to own the copyright of the work. Most scientific journals retain copyright when the work is published, so it is necessary to read the "Copyright agreement" signed before publication, to know under what conditions the work can be distributed. In general, the **Sherpa Romeo** project provides indicators of the copyright and self-archiving policies of various scientific journals.

Can I deposit a work that has not yet been published in a journal?

In general, you can deposit the *pre-print* version of a scientific publication, that is, the version of an article that has not yet been submitted to peer review. The *post-print* version, that is, the peer-reviewed version of an article can be deposited in a repository in some cases. It is advisable to read the copyright and self-archiving policy of the scientific journal to which the article is submitted. The **Sherpa Romeo** project provides indicators of the copyright and self-archiving policies of various scientific journals.

Once a document is deposited, can it be withdrawn? Can it be modified?

Once the submission has been made, the records cannot be modified. IMDEA Nanociencia Repository is not a memory space, but a archive of completed works with permanent character.

If you encounter any errors, please let the Repository administrator know **via e-mail**.

Can a new community or collection be created?

The communities in the IMDEA Nanociencia Repository are organized according to the Research Programmes of IMDEA Nanociencia. If you miss a community or collection, you can send a suggestion to the **administrator**.

Is my data safe?

The IMDEA Nanociencia Repository is a long-term project that aims to gather and preserve the scientific production of the institute IMDEA Nanociencia. Several actions are aimed at keeping the Repository running, including software maintenance, creation of weekly copies, and hardware maintenance. Full copies of the Repository are made each week over an internal cabin, with several incremental copies being made throughout the week with the new content. In addition, to reinforce the security of the files, an extra complete copy is executed on external servers located on the Cantoblanco campus in Madrid. Currently the Repository portal has an SSL web certificate, which verifies the integrity of the data offered.

To ensure the longevity of the project, the Repository has received support from the *Centro de Excelencia Severo Ochoa* distinction, and the *María de Guzmán* call from FECYT.

In the unlikely event that IMDEA Nanociencia Repository had to be suspended, best efforts will be made to migrate the content to other suitable platforms.

For any question about the Repository procedures, please write to repositorio.nanociencia@imdea.org.

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

institutional
repository

IMDEA
Nanociencia

instituto **iMdea**
nanociencia

EXCELENCIA
SEVERO
OCHOA