5-4-2006

Digital Commons Workshop for Depositors

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Digital Commons Workshop:

How to Put Your Papers Online in the UNL Institutional Repository

May 4, 2006
3:00 –4:30 pm
Electronic Scholarship Center, Love Library

Register: proyster@unl.edu   (472–3628)

This will be a hands–on instructional and demonstration session to show UNL faculty and/or student researchers how to deposit published or unpublished research, scholarship, and creative activity in the library's online digital archive. Topics covered will include eligibility, copyright and permissions, appropriate file formats and metadata, document preparation and presentation, search–engine maximization, repository policies, and deposit procedures. We will also cover help and other services available from the Office of Scholarly Communication.

Materials deposited in the Digital Commons are available online immediately, 24/7, worldwide, free to all users, and are preserved permanently as part of the UNL Libraries digital collections. Materials are searched by Google, Google Scholar, Yahoo, and most of the popular search engines. It is an excellent way to expand the audience for previously published articles, papers, and chapters. It is also an excellent resource for the original electronic publication of scholarly materials and research. Most publishers grant authors permission to deposit their own works in their own institution's repository, even those for which copyright has been legally transferred to the publisher. Most publishers will also accept and consider submissions that have previously appeared in this venue.

Suitable materials include articles, chapters, interviews, reviews, editions, dissertations, working papers, white papers, conference presentations, lectures, speeches, performances, dissertations, theses (masters and honors), data sets, patents, reports, and teaching materials. Supported file types, in addition to documents, include graphics, audio, video, executables, worksheets, PowerPoint—essentially anything in a digital format.

Workshop leader: Paul Royster

Visit the site at: http://digitalcommons.unl.edu

UNIVERSITY OF
Nebraska
Lincoln

Digital Commons Workshop

May 4, 2006

Topics

- eligibility
- copyright
- permissions
- appropriate file formats
- metadata
- document preparation and presentation
- search-engine maximization
- repository policies
- help and other services
- deposit procedures

Eligibility

- Need <u>some</u> UNL connection (faculty, staff, student, program)
- Research, scholarship, or creative activity

What would not be eligible:

- Materials for which you are <u>not</u> the author/creator or do not have permission from the author/creator or his/her representative
- Materials that are libelous, slanderous, or pedagogically irresponsible

Examples of eligible materials

- Published articles, books, reviews, essays
- Theses and dissertations
- Artworks & performances (subject to rights in performed works)
- Previously unpublished working papers, essays, chapters, etc.
- Presentations, conference papers, addresses, speeches
- Patents

Copyright

- Depositing previously <u>published</u> materials in the Commons does not affect the copyright. It remains the property of whoever owned it before.
- Depositing previously <u>unpublished</u> materials in the Commons is a form of publication, and so it automatically establishes copyright for the author/creator.

Copyright II

- Copyrighted material should not be deposited without the permission of the copyright holder.

Copyright III

- Who holds the copyright? Look at the:
  - contract
  - publication
  - publisher's website

Not in copyright

- Published in 1922 or earlier
- Published 1923-1960 <u>and not renewed</u>
- U.S. government publications or authored by U.S. gov't employees

Permissions I

- Check SOTON/ROMEO websites

  To see who publishes a journal, check
  http://romeo.eprints.org/

  To check that publisher's policy, see
  http://romeo.eprints.org/publishers.html

Permissions II

- If journal publisher is not listed at ROMEO, then "Google" them

- Search their site for "copyright" or "permissions" or "author agreement"

- If no information is found, then email their "permissions department" or "managing editor" or "publications manager" for permission

Permissions III – sample email

- Permissions Department
- Magnolia Press
- magnolia@mapress.com

- Dear Magnolia,

- I am working with **Dr. Andrew B. T. Smith** of the University of Nebraska-Lincoln to deposit electronic versions of his papers in the University of Nebraska-Lincoln's institutional repository < http://digitalcommons.unl.edu > for educational and research purposes.

- I am writing to request permission to deposit an electronic version of the following article from *Zootaxa* :

- **Smith, A. B. T. 2003. A new species of *Phalangogonia* Burmeister (Coleoptera: Scarabaeidae: Rutelinae: Anoplognathini) from Costa Rica. Zootaxa 316: 1-4.**

- This request is for non-exclusive, non-commercial, one-time, single-use permission for this purpose ("educational and research") only. Copyright notice, citation of original publication data, DOI number, and a hotlink to your site (if desired) will be given.

- Our repository is the institutional archive, maintained at the University Library, for research and scholarship emanating from the University of Nebraska-Lincoln. A single electronic version will be archived and become available for viewing by visitors to the Library's Digital Commons site. For more information about the repository or its policies, please contact me at the email or phone below.

- May we have permission to deposit an electronic version of this article ?

- Thank you for your assistance.

- Paul Royster
- Scholarly Communication
- 306 Love Library
- University of Nebraska-Lincoln
- 402 472-3628
- proyster@unl.edu
- http://digitalcommons.unl.edu

Levels of Permission

- **Best:** OK to deposit article & can use published version

- **Good:** OK to deposit article, but publisher's version or PDF <u>cannot</u> be used

- **Poor:** OK to deposit <u>only</u> abstract, link, tables, & figures (Am. Chem. Soc. policy)

- **Bad:** Not ok.

Sometimes there will be a 12 to 24 month embargo.

Appropriate file formats

- Any digital format can be stored and retrieved—as a "related" file

- For better browsing most "main" documents are archived as PDF files

- Digital Commons system can upload PDF documents, and can convert MS Word.doc or Wordperfect.rtf files to PDF

- Adobe Acrobat can convert Excel, Powerpoint, and many other types to PDF

Metadata

- The cover page of a document record contains the "metadata" or information about the document, including:
  - authors
  - title
  - keywords
  - abstract
  - comments
  - date
  - file format and size

Metadata - Comments

- This is where publication and copyright information should go.

- If previously unpublished, include:
  "Copyright 2006 [name of author/creator]"

- If previously published elsewhere, include the phrase "Used by permission."

- Can place hotlinks to publisher or journal website here. Use this syntax *(or do them in Notetab)* :
  <A HREF="[URL address]">[description]</A>

Document preparation and presentation

- If you are OK to upload the published version of a document, then you're fine. Use that version.

- If your document is unpublished or if you cannot use the publisher's version, then you need to consider how it will appear onscreen and how easy it will be for users to download and view it.

Traditional ms presentation

- Courier or Times Roman typeface, double-spaced on 8.5 x 11 upright (portrait) paper.

- This was designed for someone to revise or copy-edit on paper, but can be very wasteful of screen space and of paper, if it is printed out.

Consider

- ☐ Landscape orientation, 2-page spread style (fits screen better)

- ☐ Typefaces set 10 point size on 12 or 13 point line spacing. Some good typefaces are Georgia, Palatino, Bookman, Lucida Sans.

- ☐ This can be done in MS Word; see templates at
  http://digitalcommons.unl.edu/digcommons_templates/

Also consider

- ☐ Reproducing the look and pagination of the published version—so that citations or footnotes will be accurate for both versions.

Search-engine maximization

- The most important bit of metadata for searching is the **abstract**.

- If a document was published with an abstract, use it. If it was published without one, it is well worth writing one. Usually it can be based on the introduction or conclusion.

- Google searches the title, author, abstract, and first 100k of the document.

Search-engine maximization II

- An abstract can be up to 800 words.

- It should contain terms that would be most commonly searched, especially the names of people, places, and things.

- Any commonly used keywords should also be included.

- Don't worry about repeating terms. Some search engines rank for higher relevance based on the number of times a term is used or whether it is in a special style (like boldface).

- Abstracts in the Digital Commons can be formatted with simple html codes for *italics* <i>, **bold** <b>, line breaks <br>, $_{sub}$script <sub>, and ^{super}script<sup>.

Repository policies

- Any co-author can deposit.

- Any co-author can withdraw.

- See complete statement at
  http://digitalcommons.unl.edu/policies.html

Help and other services

Digital Commons staff will assist with:

- Gathering copies or PDFs of your publications

- Securing permissions from the publishers

- Preparing postable versions if necessary

- Preparing metadata (abstracts, etc.)

- Uploading and posting the files

Deposit procedures

- This is the "hands-on" demonstration portion