8-25-2005

Questions and Answers about the Digital Commons

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Questions & Answers

What does a "series editor" or "series administrator" do?

For most series, the editor or administrator:

1. receives an email notification when a paper is submitted to their series

2. checks if the paper conforms to the series guidelines—mainly, that it is in the right subject-area and isn't spurious or inappropriate

3. posts the paper to the series, which sends an automatic email notification to the submitting author

A series editor also has the power to upload documents directly (without any review process), add other editors, and change the series configuration.

Does a series editor (administrator) have to read all the papers in their series?

No. It should be clear from the abstract if a paper is misguided or misdirected (such as a chemistry paper submitted in an economics series). If it is from a departmental colleague or graduate student known to

you, it should be okay. If it has already been published in a book or journal, it should be okay.

Can a paper be removed after it is posted?

Yes. By the submitting author, by the series editor, or by the site administrator.

If my article is already online, what is the point of depositing it in the Digital Commons?

Your article may not be:

- accessible to non-subscribers
- accessible from IPs outside the subscribing institution
- at its own stand-alone URL (but rather in a database that uses a Java search syntax)
- preserved in the website's next revision or update
- indexed by Google (search on the title and see if and where it comes up)
- identified directly with UNL or contributing to its digital "critical mass"

What if I don't have an electronic version of my article?

We can take an offprint or xerox, scan it, and post it as a pdf image-only file. It will not be full-text searchable, so write a detailed abstract to aid in finding. Some scanning programs will also produce a text-based version, which is even better.

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Do I have to log in to view or download documents?

No. Only to submit a document or (for editors) to perform administrative tasks.

I deposited an article yesterday, but a Google search does not find it?

Google indexes the web (including the Digital Commons site) on a monthly schedule, so it may take up to four weeks for the article to begin appearing in search results. Google will index the title and author information, the abstract, and the first 100 Kbytes of the text of the article.

Why is there nothing in my department's area of the Digital Commons?

Because we haven't set up any series there yet.

To set up a series we need:

1) a title for the series,

2) a volunteer editor, and

3) about 15 minutes.

If no other editor is available, then the site administrator can serve as the series editor (but, be warned: he may not be able to distinguish Shinola from other materials and will tend to err on the side of inclusiveness).

Why is there no listing for my department, program, center, institute, *etc.* ?

Again, because it hasn't been set up yet. We will be delighted to set you up as a "community" and to establish any number of papers series at your request. The only requirement is that there be some connection or association with UNL or a UNL–based sponsor.

What is the difference between a "series" and a "community"?

A series contains only articles or documents. A community contains series or other communities. Documents (or articles) belong in a series; a series belongs to a community.

Can an article be listed in more than one series?

Yes, by the series editor. From the "Configuration" screen, select Collections/Groups, and add the article's URL to the "Collections" boxes at the bottom.

Can someone from outside UNL submit a paper?

Yes; as long as they register and log in.

Why is there no "Submit" link on the series page where I want to submit my article?

It is either by oversight or on purpose. Some series welcome submissions from the public at large, and these should have a "submit" button. Other series are intended as archives for specific purposes, and only the series editors can upload documents. Check with the series editor or site administrator (proyster@unl.edu). If it is a mistake, the series configuration can be fixed.

Does a paper have to have been published to be deposited?

No.

Does posting an unpublished paper compromise the copyright?

No. In fact, it can help establish your priority and "ownership" of the ideas, by linking them to your name and providing a firm date of deposit.

Will a publisher object if a pre-publication version of my article has been posted in the Digital Commons?

Probably not, but that will depend on the publisher. Most (92%) routinely allow pre-publication posting on your home institution's repository. Some may request that the article be taken off-line or replaced with the published version. We can accommodate either of those things.

Does posting a published paper compromise the copyright?

No. But no paper should be submitted without the permission of the copyright holder (usually the publisher). Many publishers have given "blanket" permission for self-archiving at one's home institution's repository. Visit http://romeo.eprints.org/ to search for the publisher of a particular journal; then visit the publisher's website permissions area to check for blanket policies, or look for their posted policy at http://www.sherpa.ac.uk/romeo.php . If the journal is not included in these listings, Google its title and search out its website. Once there, look for its Permissions department or its Copyright agreement.

My publisher's policy allows me to deposit my article but states that "the publisher's version/pdf may not be used." What can I do?

If you have a text version (such as the original manu‐ script file), it can be updated it to reflect the referee's and publisher's revisions and this version can be depos‐ ited. If you would like for the text to look typeset and more professional, try formatting it with one of the page templates archived on the Digital Commons at http://digitalcommons.unl.edu/digcommons_templates/

Should I deposit older publications, or only new ones?

We want everything—past, present, and future. Our goal is that all publications listed on your vita be electronically accessible in the Digital Commons.

Does an article have to have an author listed?

No. The field can be left blank. It will then appear first in the alphabetical listing for that year.

How do I get bold and italics to appear in the abstract?

If you would like to use bold and italics in your abstracts, you may do so using the corresponding HTML codes. If submitting an abstract in HTML format, please be sure to select the corresponding option on the submission form. The following HTML tags are recognized by the system and may be used to format an abstract (use lowercase tags):

<p> – paragraph

 – line break
<b> – bold
<i> – italic
<strong> or <emphasis>

How do I include accents and special characters in the abstracts and titles?

Characters with diacritical marks (accents or umlauts) are not part of the ASCII character set and therefore need to be handled differently.

Windows users should enter these characters into the submission form by pressing the Alt key plus a four digit number **using the numeric keypad** (with Num Lock on).

ALT + 0224 = à ALT + 0225 = á
ALT + 0232 = è ALT + 0233 = é
ALT + 0200 = È ALT + 0242 = ò
ALT + 0243 = ó ALT + 0241 = ñ

Macintosh users should press the Option key while typing one of the letters below to get the desired character.

To get this:			Type this key combination:
circumflex	ê Ê		Option + i, *the letter*
umlaut	ü Ü		Option + u, *the letter*
cedilla	ç Ç		Option + c or C
	¿		Option + ?
	ß		Option + s
	¡		Option + 1

£　　　Option + 3

§　　　Option + 6

°　　　Option + 0 (zero)

œ ligature　Option + q

I put HTML tags in my abstract but they simply show up as regular text. What is wrong?

You need to be sure to select the HTML-formatted option in the pull-down menu below the abstract box—labelled "Format abstract as."

Can I put HTML tags in the Comments field?

No. —Well, yes you can, but they won't have any effect.

Why do my hyperlinks not function in the PDF version of the document?

If you are using Acrobat 7.0 or above, and if you include the http:// prefix as part of the displayed text, you should be able to click on through to the linked URL.

Why is PDF the preferred document format?

PDF is a stable file format that can be read by a freely available Adobe Reader and has become a standard for the exchange of documents. Adobe Reader integrates

with most browsers effectively and allows access to the contents but does not allow the file to be easily altered. In general, the file is protected from the user, and the user is protected from the file.

Do some series accept non-PDF or non-PDF-able files?

Yes; they were set up with the expectation of a variety of file types for the primary documents. A user who downloads a non-PDF file will encounter an additional step in which one is asked whether one wishes to 1) open or 2) save the file. If "open" is chosen, one is asked to select the appropriate software for opening the file type.

Why do some series only allow PDF files as the main document (and convert MS Word and .rtf files to PDF) ?

Downloading and opening a MS Word file (for example) can have the unintended consequence of changing the Word settings on the user's terminal.

How do I deposit a file format (such as PowerPoint or XML) that is not accepted in a PDF-only series?

Make a MS Word file that gives a brief (searchable) description of the file and its format and directs the user to go back 1 click and download the supplemental file. Deposit this Word file as the main document (converting it to PDF) and, when the "Preview your submission" screen appears, attach the non-PDF file as a

supplemental file. Both files are equally accessible from the main "article" page.

Why does the bold type in the PDF-converted file look so fat and "blobby"?

Good question. There's no doubt that the PDF bold is fatter than the MS Word bold that spawns it. That is a question for Adobe. Meanwhile, be aware that bold type gets bolder in PDFs, so use it sparingly, and avoid using it at very small sizes. (These are good rules in any case, although flaunted in this present document.)

Which is the best format for art?

Graphs and figures saved as jpg, tif, or bmp seem to survive the conversion to PDF better than ones saved as gif and png. At least, this is true of graphs created by MS Excel and placed in a MS Word file. Saving the Excel chart as a web page creates a GIF file. That file can be opened in MS Office Picture Manager, cropped, and "Exported" as jpg or bmp (exporting as tif creates a 96 ppi version that is not very good). Obviously, Adobe Photoshop gives more control over the image than the standard MS Office tools.

Is there a manual or guide for series editors?

Yes. It is archived on the Digital Commons at:
http://digitalcommons.unl.edu/ir_information/5/

See also the "About" and "Help" pages in the left sidebar, or at:

http://digitalcommons.unl.edu/about.html and
http://digitalcommons.unl.edu/faq.html and
http://digitalcommons.unl.edu/pdffaq.html

Where can I find out more about repositories and open-access archiving?

There is a very substantial discussion at:
http://www.eprints.org/openaccess/self-faq/