OceanDocs
Repository of Ocean Publications

www.oceandocs.org

GUIDELINES FOR EDITORS - VERSION 3

Introduction

This document will guide Editors through the workflow stages and the process of approving, rejecting, or editing items submitted to OceanDocs.

OceanDocs is a thematic digital repository covering the natural marine, estuarine /brackish environments owned and managed by the IOC Project Office for IODE, Oostende. All deposits, by whoever they are made, are held in a Review Area until they have been checked by a Collection Editor. Only when a deposit has been approved by an Editor is it moved to the public area of the repository. Immediately records have been appoved they appear in Recent Additions (accessed by clicking the OceanDocs Home tab) and after overnight indexing the record will be searchable and the thumbnail will be seen.   (FYI – the OceanDocs software is Dspace 5)

Responsibilities of Editors   - Allocation of records to individual editors, is based on Community and Collection permissions not on the depositor:

- Review the record within 1 week of submission.
- Subject suitability of records.
- Quality control of records metadata
- Uniformity/Consistency of metadata
- Copyright queries / Permissions to deposit
- Share with OD Project Manager any queries concerning a record.

Registration Profiles

There are four levels: Submitter; Editor; Collection Administrator, Administrator. Each level gives additional access to functionality. All who register are Submitters, but to become an Editor or Collection Administrator, it is necessary for an Administrator to upgrade the user profile.

Submitter: These are individuals that have permission to submit new items to any collection to which they have been allocated on registration. Typically, this work is performed by designated persons though, in some cases, authors may deposit their own work, but of course they go through the registration process first.

Editor: The people responsible for this step are able to edit the metadata of **incoming submissions**, and then accept or reject them. Editors receive automatic email notifications when a new submission requires review for any collection they are responsible for.   Review new deposits within 1 week of submission.

Collection Administrator

Collection administrators decide who can submit items to the collection, edit item metadata **(after submission**), and add (map) existing items from other collections to this collection (subject to authorization for that collection).

Administrator: There are only two administrators with overall control over OceanDocs: the Project Manager and the Technical Manager.

Communities and Collections:

OceanDocs content is organized around **Communities** and **Collections**. Communities are top level aggregations, countries, international organizations, projects etc. New Communities can only be added by administrators after agreement from the OD Project Manager. Within the top level Community there can be **Sub-Communities.**   Each Community or Sub-Community contains one or more **collections** of submitted items. The ability to submit, review, edit and/or approve a record requires a specific level of authorization. If you have any questions regarding your authorization level or related tasks, please contact the oceandocs@iode.org

Approving, Rejecting, and Editing Submissions

This section is intended for individuals who have been assigned as an Editor to a collection by an Administrator. The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them. For this reason, most collections in OceanDocs will have an assigned Editor. A collection may be assigned to more than one Editor.

DSpace Review Workflow

The following instructions detail the basic review workflow in Dspace (OceanDocs) for Editors. Please note that you must be authorized by an OceanDocs Administrator to perform these tasks.   Instructions for submitters may be found in a separate **Getting Started: Depositor guide** available on the OceanDocs interface.

Login

On the OceanDocs homepage at www.oceandocs.org, in the right sidebar, click on Login under "My Account" or on the top bar.

Submissions

Now that you have logged in, you will have new menu options on the home page side bar. Locate and click on Submissions in the right-hand menu. This new menu item will take you to your Submissions & workflow tasks page where you can locate records waiting for review.

Tasks in the Pool

Tasks in the pool, which are waiting to be claimed by an Editor. – click against the record and click **Take selected task** in order to claim responsibility for reviewing.

Tasks you Own

Tasks you own are items you have already claimed - click on the title of the record (submission) that you need to approve, reject or edit before it can be archived in OceanDocs.

Task Actions

Once you have claimed a task, you will have the option to approve, reject, or edit the item. You may also choose "cancel" if you wish to leave the task for another time. Click on the "Edit Metadata" to review the submission and determine whether it can be approved or rejected. The Short Item Record is displayed on this screen as first check of metadata input

Edit Metadata

Select this action and it allows you to review each metadata input field to see if you wish to modify the metadata supplied by the item's submitter. You will have several screens with metadata fields; you may edit or add new information to any or all of these fields. This gives you the opportunity to make sure that:

- The correct Item Type has been selected.
- The correct full text file has been submitted. If possible it should be a pdf.
- All authors (however many) are input in the format and order on the publication
- As a minimum, all core metadata should be input: Author, Date, Title, Place of Pub, Publishers, Pages, Series Name/Nr, Journal Title, Volume, Page Range.
- The Title should be in Upper and Lower Case – NOT CAPS unless it is an acronym.
- Other Title (English) input if document is in a local language

Some common problems

Metadata fields all have a HELP text under the field indicating how the metadata should be input – the input format should be followed.

Authors - Incomplete list of authors or in wrong order	*Enter all authors in correct order OR return record to depositor using* Reject Item
Title all in capital letters	*Edit title using upper and lower case OR return record to depositor using* Reject Item
Title not finished with a full stop.	*Enter the full stop*
Pages entered without pp. or just p.	*Enter e.g. 53pp.*
Page range entered without pp. in front	*Enter pp. e.g. pp.9-13*
Missing data e.g. publication date, pagination , place of publication, publisher etc.	*Open PDF and enter missing metadata OR* *return record to depositor using* Reject Item
Corporate Author field completed with the organization name when there is/are personal authors already entered.	*Unless the organization is identified as an actual author, delete the Corporate Author entry*
Editor **and** Personal author fields completed for creator	*If both appear check file and in preference use Personal Author/s and delete Editors*
Organization entered as corporate author when it is only the authors parent organization	*Delete the organization from the Corporate author field.*
Full text file (pdf if possible) not uploaded	*Return record to depositor using* Reject Item
Uploaded PDF file unable to be opened	*If possible check if it can be opened on another pc AND/OR return record to depositor using* Reject Item
DOI initials entered into the metadata field e.g. doi: 1xxxx.	*Delete the DOI initials in the input*

Format of journal title, publisher, punctuation at variance with previous input	*Endeavour to maintain uniformity of format by editing.*
US State input in 'Place of Publication' not abbreviated	*e.g. Solomon Island, **Maryland** change to **MD***
No Subject terms input.	*None of these fields are mandatory (even ASFA at the moment) but it should be encouraged in Uncontrolled Keywords*

You can navigate between screens using the buttons labeled Next, Previous at the bottom of each screen, or by the buttons at the top of each screen.

| Describe | Describe | Describe | Upload | License | Review | Complete | or | ‹ Previous | Save & Exit | Next › |

At any time you can click Save and Exit at the bottom of the screen and the record will return to your Tasks you Own.

Work through checking the metadata clicking Next at the bottom of the screen each time.

At the final Review Submission screen you are given a last opportunity to check the metadata. Use Correct one of these to return to the metadata field that requires corrections.

Once you have reviewed the metadata (and corrected if necessary), click through until you are on the Review Submission screen click Complete submission
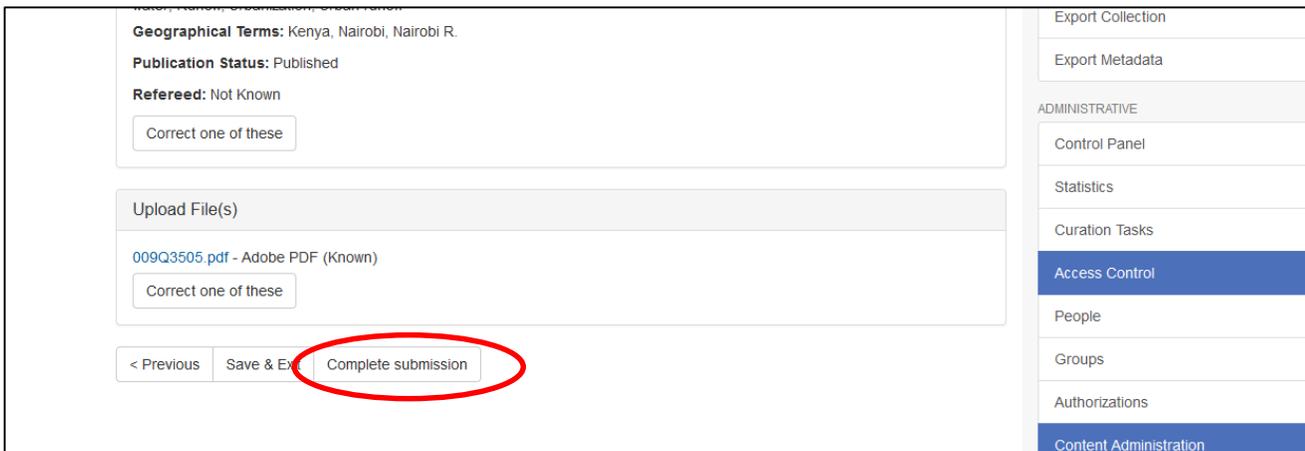
You will be returned to the Actions you may perform on this task screen for the final step in the approval process.
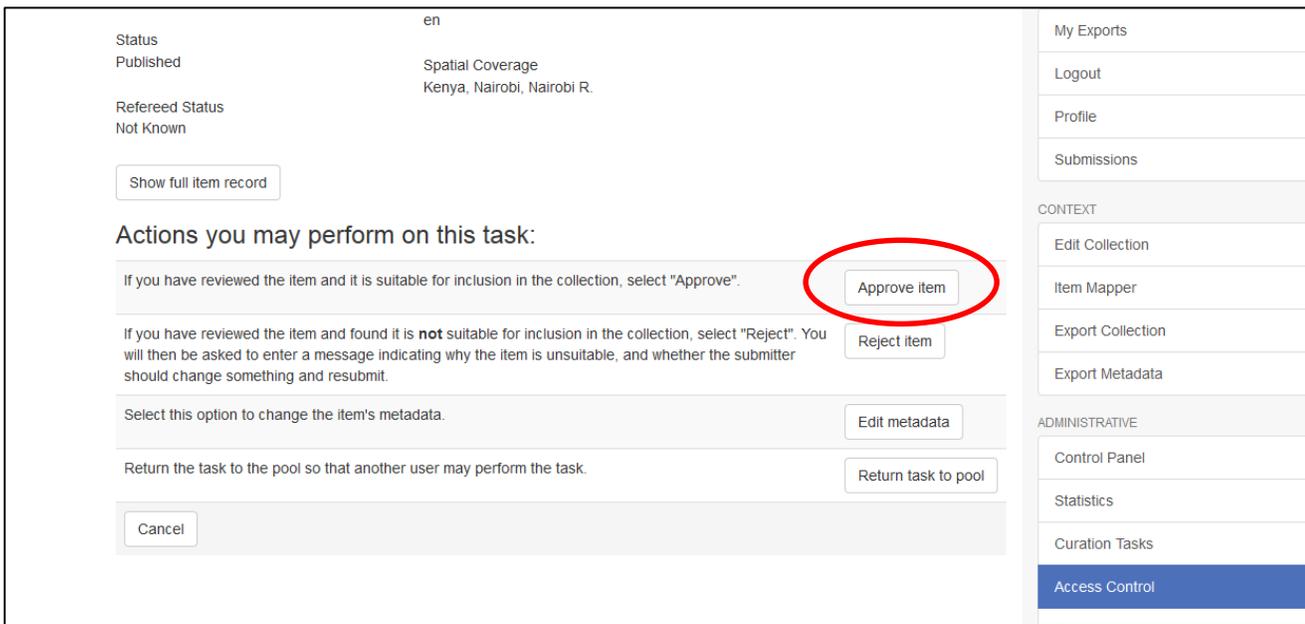
Approve Item

If you have reviewed the item and decided that it is ready to be added to the Collection, select Approve Item. The submitter will receive an email notification with a permanent link to the item. No further action is required although it is worth checking Recent Additions to confirm the new submission has appeared (refresh your screen if it initially does not appear)

Clicking Cancel will return you to the Submissions & workflow page. The task will remain assigned to you, and will not be available to other Editors or users. You can return to the task at any time to complete the review process. To return the item to the general task pool, go to Tasks you own in your submissions workflow screen, select the item, and click on the Return to task pool button. The item will then appear in the general task pool but an email

notification will not be generated. It is important to communicate with your colleagues if you need them to take responsibility for a record previously assigned to you.

Short Item Record Display
Check Recently Added once you have approved the record to ensure that data for the Short Item Record Display is complete. Edit if necessary. The Thumbnail will not generate until later (3 hours).

Reject Item
If there are problems with the submission that you cannot fix by editing the metadata, the item can be returned to the submitter by clicking on Reject Item. You will be asked to enter an explanation why the item was rejected. If appropriate, include any changes which the submitter needs to make in order for the item to be approved.

Once you have rejected an item, it will no longer appear on your Submissions & workflow screen. It will instead be returned to the submitter's workflow for editing and re-submission.

Further Notes

Copyright
Some files are deposited which are clearly covered by copyright and should not be deposited (check ROMEO_Journal titles http://www.sherpa.ac.uk/romeo/.) Reject the record with a query to the depositor whether they have permission from the copyright holder to deposit and resubmit if so.

Avoid mathematical symbols in all fields

Symbols often give problems when inputting metadata, the system converts some of them to text but it is better to avoid their use. They include superscripts, subscripts, symbols for equal to, less than, degrees etc. that are better represented by text or abbreviations eg. sq. , deg.   Always scan for any problems.

Duplicate records

There should only be one record for the same document unless it is a new edition. Check if the full text is a revised version that needs a new record, ie some of the metadata is different. If it is a duplicate new record it can be rejected with the Reject Item email indicating that it is a duplicate. If the duplicates are old records, the only way is to ensure one of the records is completely correct and permanently delete the duplicate record, via Edit this Item (RH sidebar) and then use the Permanently Delete option. If you cannot do this then contact the Collection Administrator (see next section)

PDF files

There have been problems with uploaded (pdf) files not generating a Thumbnail. If the Thumbnail does not appear after 24 hours, inform the Collection Administrator who will take a copy of the full text file and store temporarily on their desktop and delete the Item Bitstream files and upload the file again (as per guidelines)

Publication Date

Mandatory field. All deposits must have a publication year even if it is best guess. Check the bibliography – the latest one sometimes indicates when a pub may have been issued.   Year only is required.

Series Titles

Should be entered with organization or acronym or project in front of the series name and the title is capitalized eg. AAS Working Paper,   PICES Scientific Report, Moss Landing Marine Laboratories Technical Publication, etc. Even, as with the last example it means repeating the Publishers/Organization name in full. This allows searching under a specific series title. Consistency of format should be maintained.

Uncontrolled Keywords

Can include subject terms, organization names, projects etc. Ensure that terms or phrases are entered individually and so are displayed as a list. Check for typos and edit, but editors are not responsible for adding terms.

FOR COLLECTION ADMINISTRATORS

Editing Records already in OceanDocs

- You must be logged in as the **Collection Administrator** for the item you wish to work with. (Otherwise you will need to request the Collection Administrator to work on the record for you.)
- Locate the record by using Simple or Advanced Search, Recentrly Added, or browsing collections.
- Click on the title and the Short Item Record will be displayed
- On the right-hand menu click Edit this Item
- The Edit Item screen will be displayed:

Edit Item

This screen should be navigated with care because from here the Collection Administrator can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Removing a full text file

Click the tab Item Bitstream

The screen will display the file/s held against this record.

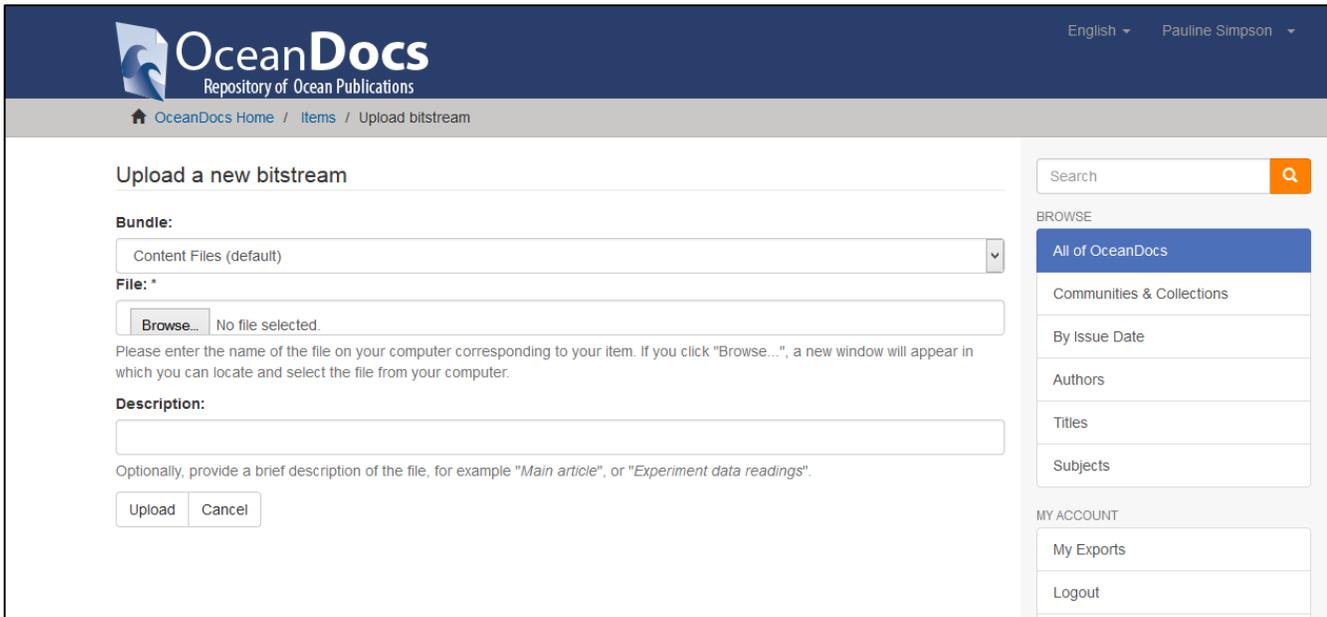To remove - 'tick' the boxes against all the file name/s **except the one labelled license.txt**

Click Delete Bitstream. The files will disappear

Note pre DSpace5 records will not have a license.txt file

Adding a full text file (pdf preferred)

To upload a new file Click the tab Item Bitstream.

 Click Upload a new Bitstream

You need only upload one full text file against the Bundle 'Content Files (default)'.   The system generates the Thumbnail etc.

The file will need to be held on your computer or storage accessed from your computer (USB etc.). DSpace5 does not upload from a URL yet.   Browse for the file and click to populate the File field.

You need only complete the Description field if the file is not a straightforward full text file of the record. For example for a 100pp. document with only the title page and contents in the file uploaded – you would enter. 'Only Title Page and Contents pp. 2-4"

Click Upload – it will return you to the Item Bitstream screen
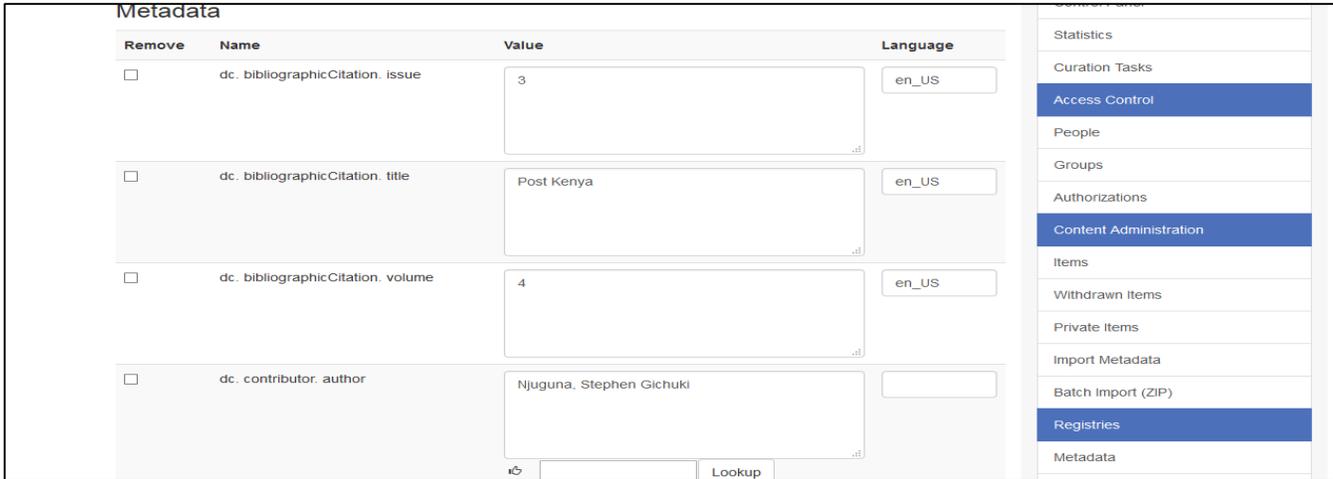
To add a second file, follow the same process

Click Return

Edit the Metadata

Click the tab Item Metadata

The system does not take you back to the original input fields, but displays the metadata against Dublin Core fields

Any metadata that needs editing in existing populated fields can be edited by finding the field and editing it as required. **Remember** to click Update otherwise the edits will not be saved. Then click Return to take you back to the Short Item record display.

More difficult is Add new metadata

Adding new metadata

Click the tab Item Metadata

Before adding the new metadata you must choose and click on the appropriate Dublin Core field, by using the drop down arrow and clicking on the DC field you want to insert

It is important to select the correct Dublin Core field when adding a new metadata field, since the display in Short Item Record is based on those Dublin Core fields. After selecting the DC field and entering the new metadata in the field box provided, click Add New Metadata and then Update and check if the metadata is added, then click Return.

A table of Dublin Core fields mapped to the OceanDocs Screen metadata fields' labels follows:

OceanDocs screen field labels mapped to Dublin Core fields used

OceanDocs Metadata field labels	dc field	Notes on format to enter in Add metadata field
Item Type	dc.type	
Language	dc.language.iso	
Authors	dc.contributor.author	Last Name, First Name
Editor	dc.contributor.editor	Last Name, First Name
Corporate Author	dc.contributor.corpauthor	
Year of Publication*	dc.date.issued	
Title *	dc.title	
Other Titles	dc.title.alternative	
Title of Book	dc.title.parent	(of parent book)
Title of Report	dc.title.parent	(of parent report)
Editor of Book	dc.contributor.editor	(of parent book)
Editor of Report	dc.contributor.editor	(of parent book)
Place of Publication	dc.publisher.place	
Publisher	dc. Publisher	
Series Name	dc.relation.ispartofseries	When adding as new metadata enter in format
Report or Paper Nr	dc.relation.ispartofseries	Simpson Series: 22
Pages	dc.format.pages	Format 22pp.
Identifiers	dc.identifier.doi	Number only
Identifiers	dc.identifier.isbn	Number only
Identifiers	dc.identifier.issn	Number only
Page Range	dc.format.pagerange	Format pp.2-6
Resource/Dataset location	dc.relation.uri	URL
Abstract	dc.description.abstract	
Notes	dc.description.notes	
Subject: ASFA	dc.subject.ASFA	
Subject: Uncontrolled keywords	dc.description.other	Separate terms with semi-colons (;)
Geographical Terms	dc.coverage.spatial	Separate terms with semi-colons (;)
Publications Status	dc.description.status	
Refereed	dc.type.refereed	Refereed Non-Refereed Not Known
Funders	dc.description.sponsorship	
University	dc.contributor.institution	
Thesis Type	dc.type.specified	Bachelor Thesis Masters Thesis PhD Thesis
Journal title	dc.bibliographicCitation.title	
Volume	dc.bibliographicCitation.volume	
Issue Number	dc.bibliographicCitation.issue	

Conference Name	dc.bibliographicCitation.conferencename	
Conference Location	dc.bibliographicCitation.conferenceplace	
Conference Date	dc.bibliographicCitation.conferencedate	

Collection Administrators are able to perform a number of other tasks.

Move a record to another Collection

- You must be logged in as the **Collection Administrator** for the item you wish to work with. (Otherwise you will need to request the Administrator to move the record for you.)
- Locate the record by using Simple or Advanced Search, Recent Additions, or browsing collections.
- Click on the title and the Short Item Record will be displayed
- On the right-hand menu click Edit this Item
- The Edit Item screen will be displayed
- Click on Move .. and follow the on screen instructions

Item Mapper

Sometimes a depositor wishes to have a record linked to more than one Collection.

Locate the record and then click on Item Mapper on the right hand menu.

Follow the onscreen instructions.

Please contact the OceanDocs Project Manager if there are more tasks that you would like to see covered in these guidelines.

[end]