Welcome to OceanDocs, the IODE Repository of Ocean Publications. OceanDocs may be searched by anyone, but before you can deposit into OceanDocs you must first Register. Go to http://www.oceandocs.org/ and click on Register on the side bar of the Home Screen.

After you have submitted your registration, you will be contacted by an OceanDocs Administrator to discuss to which Communities and Collections you wish to make deposits. Note new Communities and Collections can be added and partial prefilled input forms can be completed for series. If you do not receive a communication from OceanDocs within three days, contact oceandocs@iode.org and query.

Once you have received confirmation of your registration and know which Communities/Collections you are permitted to deposit in, you may return to OceanDocs and Login (click either)
If you have forgotten your password, click on ‘Forgot your password?’

To begin depositing, click on Submissions in the Right Hand side bar
Then click on ‘You may start a new Submission’. On this screen you will also see any earlier submissions either deposited or still in your own workspace.

This will open up a series of screens where you can enter the metadata (descriptive information) about the item you wish to deposit.

**Item Submission Screen**

Click the dropdown box and select a Collection (note you will only be presented with Collections that you have been registered to make submissions to). If your Collection/s do not display in the dropdown box contact oceandocs@iode.org

Click **Next**
Describe Screen 1

Select one of the Item Types by clicking on the ‘button’ alongside the item description. This selection then defines the metadata fields you will be presented with to complete. Mandatory fields indicated with an * (Title; Year of Publication) must be filled with data.

Item Types
Select the Item type of content you are depositing

Language
Select the language of the full text deposit from the dropdown box. 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 an image or dataset please select 'N/A'

At any stage you can leave the submission process by clicking Save & Exit and the record will be saved in your workspace for you to work on later (after login when you click Submissions your Workspace is displayed).
Describe Screen 2

Fill in information about your deposit for each of the applicable fields. If provided click Add when you have entered the metadata in each field (this is provided so that you can input more than one entry – note when you press Add the metadata is displayed underneath the field ⭐️

Help text is provided for each metadata field
Mandatory fields are marked and must be completed

Authors or Editors
As a rule you should enter the authors/editors names as they are presented in the publication you are depositing. Enter the author/editor surname in Last Name field then click LookUp you will be presented with a listing of authors/editors with last names like the one you have entered. Click the name format you want to use and then click Add, or enter into the author/editor fields the new format. The Lookup function is linked to the ORCID database and therefore will also insert the author ORCID ID if one is available.

Continue filling in the appropriate information.

To navigate between screens, at any point during input you can click the green ‘progress tracking boxes’

or the boxes at the bottom of the input screen.
Describe Screen 3

To increase discovery of your deposit you are strongly advised to complete the Abstract and Subject/Uncontrolled Keywords metadata fields.

Abstract/s
To enter both the English and original language. Copy and paste into the box and click Add, the first abstract text will appear below the box. Then copy and paste the second abstract into the box and click Add. Sometimes the pasted text is not well aligned, but after clicking Add it will display as normal blocked text.

Subject: ASFA
The ASFA vocabulary has been loaded into OceanDocs, to permit selection of terms. It is a large file and will take a minute or so to load. Wait until the A-Z list appears then enter the term/phrase you want to search for in the Filter text box and click Filter. The matching terms will be displayed and you can click each one singularly to add to the record, to add more terms click Subject Categories again.
As an alternative, enter the ASFA terms directly into the field - each term or phrase to be entered and then press Add then enter the next term and press Add etc.

**Subject: Uncontrolled keywords:** use for non ASFA terms or organization names (any term that you feel will enhance retrieval of the record). Enter each term or phrase individually and click Add.

**Describe Screen 4**

**Upload Files(s)**

Next, you will upload your digital file (most commonly a pdf). Every record MUST have a full text file uploaded. Use the Browse button to find the file on your computer (unfortunately you cannot upload directly from a URL yet), then click on **Upload file OR add another**. If you have more than one file for your deposit, then Browse again and upload the next file etc.

Use the File Description box to indicate differences between the files. Eg. pp. 1-50

Note thumbnails can only be generated from pdf or jpeg files uploaded.

When uploaded the screen will display the file details
Click on **Next**

**OR**

After Upload you have the opportunity to provide additional file information by clicking on **Edit**

Complete any additional information you want to add then Click on **Save** which will take you back to the Upload File screen

**Click Next**

**Deposit Agreement**

The final step is to click on the **I Acknowledge this Agreement** check box. In doing this you confirm that what is submitted is not in copyright violation, that non-exclusive rights are given to the OceanDocs Repository for internet distribution for non-commercial educational use only and that necessary format changes can be made for preservation of the digital package.
Click **Next**

**Review Submission Screen**

You are given the opportunity to review and correct any metadata on this screen. Click **Correct one of these** to edit the metadata within that section.

When you are satisfied with the metadata click **Complete Submission**

Congratulations!!
You can now Start a new submission or Logout

An email will now be sent to the Editor of your Collection, who will review the record and either approve or Reject it with notification to you for the reason – the record will appear back in your Workspace. As soon as your item is approved by one of the editors, it will be moved into the active repository and you will be notified by email. We aim for a maximum 1 week turn round time. Contact oceandocs@iode.org if you do not receive any notification concerning your deposit within 10 days.

Feedback on the OceanDocs Repository is welcome, please use the Send Feedback facility displayed at the bottom of each page.

There is also a Help facility.

**Information and Contacts**
Any correspondence concerning OceanDocs should be sent to oceandocs@iode.org

**Some common problems from Depositors**
Metadata fields all have a HELP text under the field indicating how the metadata should be input – the input format should be followed.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authors - Incomplete list of authors or in wrong order</td>
<td>Enter all authors in correct order</td>
</tr>
<tr>
<td>Title all in capital letters</td>
<td>Use upper and lower case.</td>
</tr>
<tr>
<td>Title not finished with a full stop.</td>
<td>Enter the full stop</td>
</tr>
<tr>
<td>Pages entered without pp. or just p.</td>
<td>Enter e.g. 53pp.</td>
</tr>
<tr>
<td>Page range entered without pp. in front</td>
<td>Enter pp. e.g. pp.9-13</td>
</tr>
<tr>
<td>Missing data e.g. publication date, pagination, place of publication, publisher etc.</td>
<td>Open PDF and enter missing metadata OR Try to obtain more metadata information from the internet</td>
</tr>
<tr>
<td>Editor and Personal author fields completed for creator</td>
<td>If both appear check file and in preference use Personal Author/s and delete Editors</td>
</tr>
<tr>
<td>Organization entered as corporate author when it is only the authors parent organization</td>
<td>Delete the organization from the Corporate author field.</td>
</tr>
<tr>
<td>Full text file (pdf preferred) not uploaded</td>
<td>No record will be accepted without a full text file uploaded</td>
</tr>
<tr>
<td>Uploaded PDF file unable to be opened or bad quality</td>
<td>Record will be returned to depositor</td>
</tr>
<tr>
<td>Description</td>
<td>Instruction</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>DOI initials entered into the metadata field e.g. doi: 1xxxx.</td>
<td><strong>Enter only the number in the DOI field</strong></td>
</tr>
<tr>
<td>Format of journal title, publisher, punctuation at variance with previous input</td>
<td><strong>Endeavour to maintain uniformity of format for items from the same publication or series</strong></td>
</tr>
<tr>
<td>Abbreviated Journal title entered</td>
<td><strong>Enter the full journal title</strong></td>
</tr>
<tr>
<td>Subject/Uncontrolled Keyword terms entered as a string</td>
<td><strong>Enter each term or phrase individually and click Add after each one</strong></td>
</tr>
</tbody>
</table>

[end]