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1. LOGGING IN ON IRInSUBRIA

IRIS (Institutional Research Information System) is the integrated data management system for research (people, projects, publications, activities) adopted by the University of Insubria.

IRInSubria (Institutional Repository Insubria) collects, stores, documents and disseminates information on the scientific production of the University of Insubria, also for the purposes of research assessment. The public portal may be accessed at: <https://irinsubria.uninsubria.it/>

In order to access your personal space and manage your research products, you need to log in to IRInSubria, by clicking on Login in the top right-hand corner:



Figure 1

Enter the username and password that you use to access all university services in the login page:

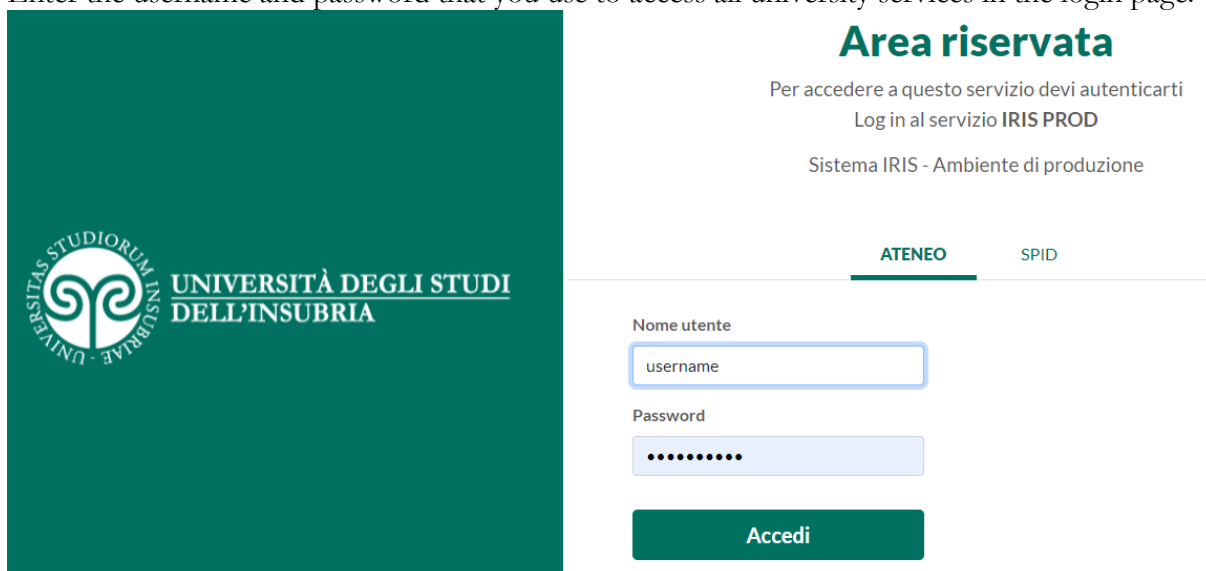


Figure 2

2. PERSONALIZED DASHBOARD – PERSONAL AND DEPARTMENTAL VIEW

Users accessing IRInSubria may be able to choose among different system views, according to the privileges that have been assigned to them, as shown in Figure 3:

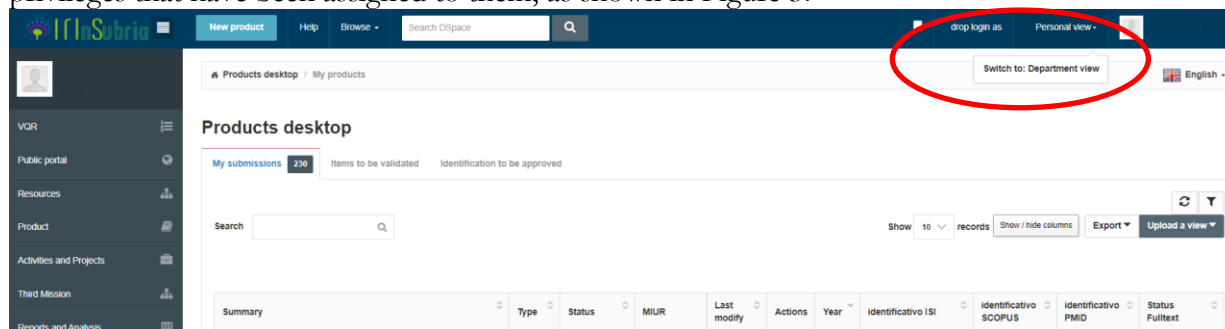


Figure 3

The personal view

focuses on the functions that allow the researcher to manage their research data, for example: their publications, supplementary data on funded projects, the management of their profile with such information as their picture or research skills.

The departmental view

provides the “department’s contact people” (directors, administrative staff,...) with the tools to carry out the specific tasks related to their organizational function, such as monitoring the products and projects of their department.

This handbook illustrates the specific functions of publications management in the personal view. Please note: you can open/close the vertical menu on the left-hand side, which shows the different functions you are authorized to, by clicking on the “vertical bars” symbol shown below:



3. PRODUCTS DESKTOP – PERSONAL VIEW

In the **personal view**¹, by clicking on Products – Products desktop, the system shows the personal space with the publications that have been “attributed” (or that “may be attributed”) to the user, as shown in Figure 3.

The tabs shown in the personal view are the following:

- “**My submissions**”: shows all research products for which the user is the “data owner” (that is, all submissions entered by the user themselves), or which they are a recognized author/co-author of.
- “**Products to be recognized**”: the system shows those products which contain the name of the user (or one of its known variations) in the field “*all authors*” for whom, however, the name itself has not been entered into the University’s internal authors list. In this view the author may self-recognize (as explained in paragraph 5.3), thus avoiding submission duplication.

Each tab shows the number of products therein contained. Empty tabs are shown in light grey. The users who have been qualified as “submitters” (professors, researchers, research fellows, PhD students and residents) may submit a “**New product**”, by clicking on the button in the top left-hand corner of the menu, as shown in Figure 4 below:

¹In **the departmental view** the Products desktop is empty. The contact person is not authorized to modify or validate the department’s publications. The department’s contact person may see the department’s publications via the “Assessments” form, which allows them to configure and extract reports.

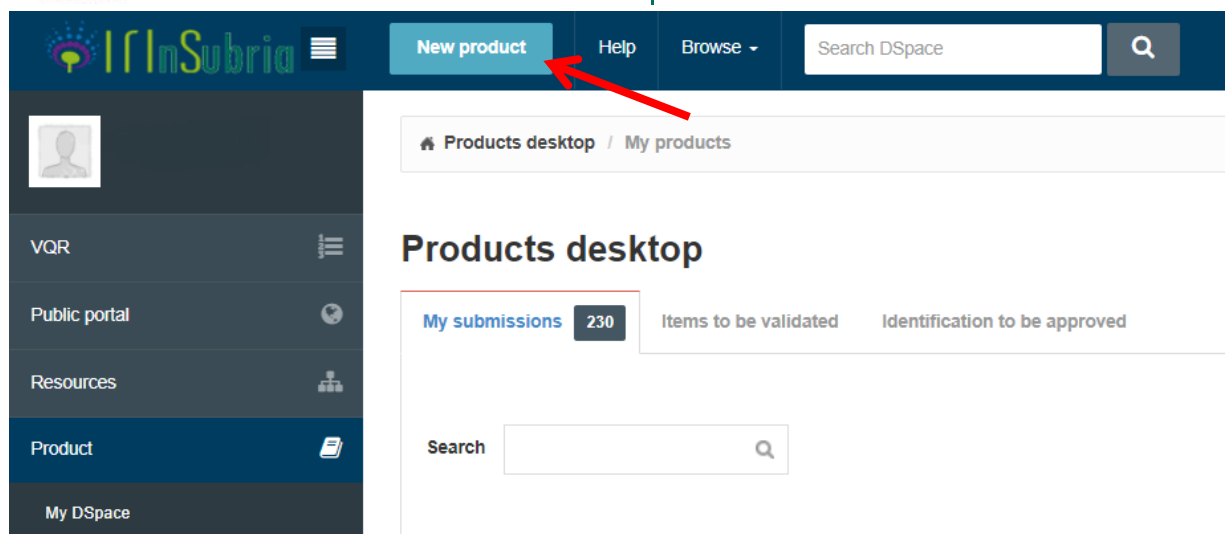


Figure 4

The author can also work on the product records which they figure as “data owner” of, or on those which they figure as recognized author of (that is, added as University author).

Deleting a submission is allowed only for products in provisional state (that is, those whose submission has not been completed yet) and only by the “data owner”. For products that are or have been validated you must ask the helpdesk service to delete them, by sending a request to help.iris@uninsubria.it and indicating the product’s handle code (*hdl: 11383/xxxxxxx*).

3.1 Products search and view function

The **“Search” box** allows to search a word or sentence in the fields contained in the table: not only among those that are shown, but also among all those that appear by clicking on the “Show/hide columns” of Figure 5 (with the exception of the status and MIUR website fields). To start the search you need only press “Enter”.

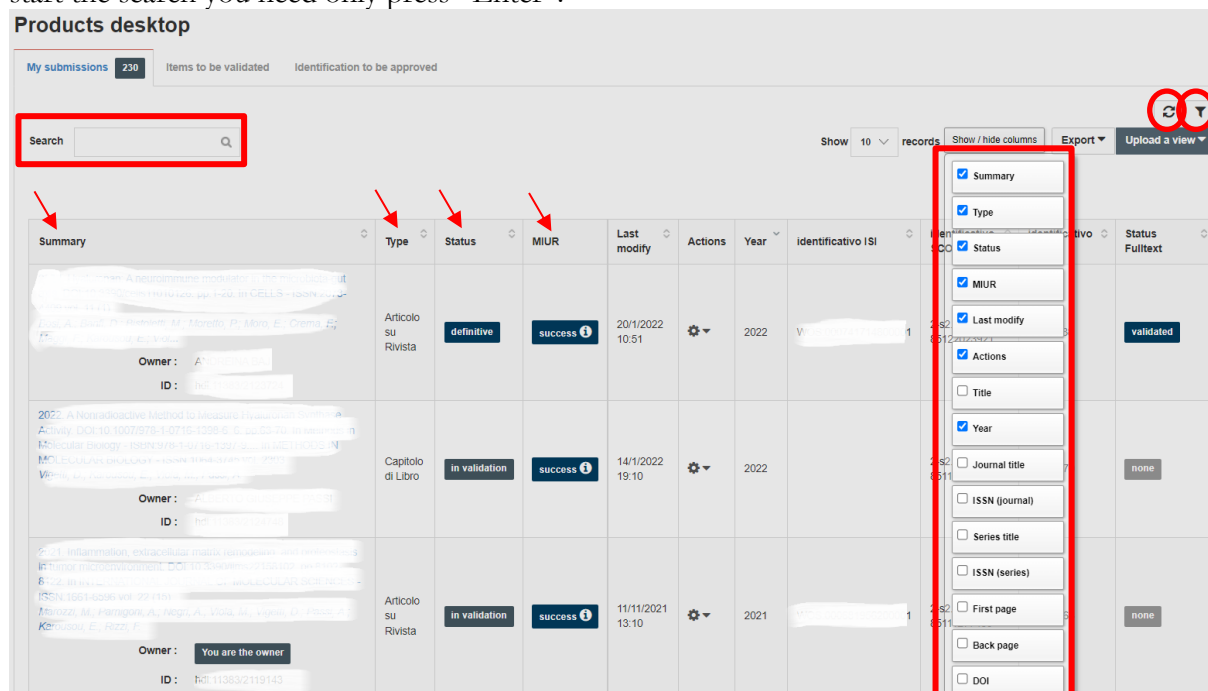



Figure 5

Filter button : it opens the box shown in Figure 6, which allows you to filter the fields shown in the table by setting the filter on the category and/or status (provisional – reopened – to be validated – final):

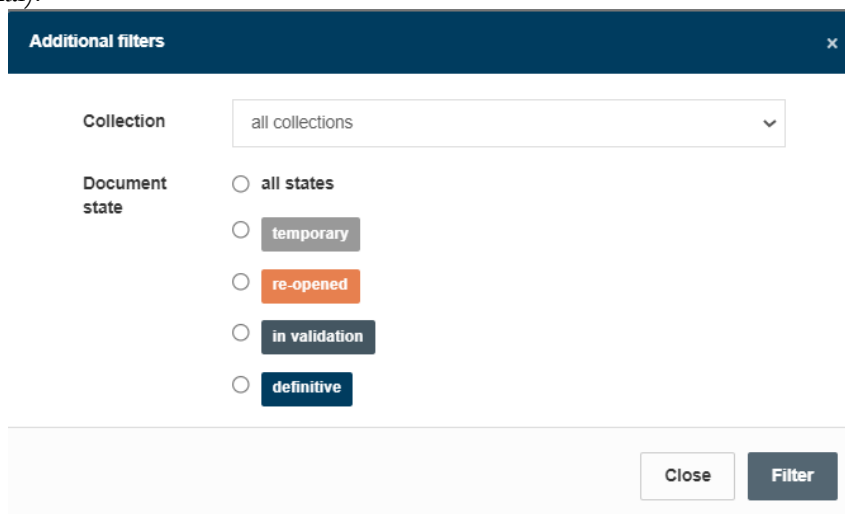



Figure 6

Refresh button : it allows you to refresh the view, which normally remains fixed after the page has been loaded.

Please note: the view will be automatically refreshed, without having to click on the refresh button, only if the search and order criteria have been changed, or any time a new submission is entered.

Sorting arrows: you can find them next to the title of each column (Title, Type, etc...) and by clicking on them you can sort the submission list according to the content of the selected column (in ascending or descending order). By holding the CTRL key and working in sequence, you can also sort multiple columns.

“Load view” button (Figure 7):

- the “Save view” option allows you to save the view configuration applied to the products list by using the above-mentioned tools (show/hide columns, filters, sorting arrows), in order to apply it again quickly. You can save more than one view, each with a different name.
- by selecting the “Basic view” option, the system’s default view is restored.

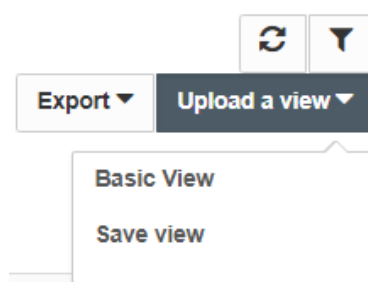


Figure 7

3.2 Submission status

The submission may be in:

- **provisional status:** when the submission has not been completed by the “data owner”;
- **to be validated status:** when the submission has been completed by the author, but it still needs to be verified and validated by the librarian/operator;
- **final status:** when the submission has been validated by the librarian;
- **reopened status:** when, after validation, the user modifies the record by using the “Update” button available in the full record, but does not complete the operation.

Please note: in order for a record to be modified by the author, by reopening an already validated product, and to replace the previous one on the public portal, the librarian/operator must validate it again.

3.3 Submission forwarding to the MIUR website status


The “MIUR” column shows the “status” of the submission with regard to the forwarding of the publication to the MIUR website.

Possible statuses include:

- “to (re)forward”: the product has been modified and has not been reforwarded to the MIUR website yet
- “N/A” (Not Applicable): the product is in provisional status or belongs to a category which is not mapped onto the MIUR website (e.g. PhD Theses)
- “success”
- “error”

By clicking on the MIUR website forwarding status cell, the system shows all detailed information in a popup window.

3.4 Submission actions

By clicking on the button  in the Actions column, you can access the various operations available for the submission. Specifically, only available actions with regard to the product status and user profile are displayed. These are also shown in the full record, where you can also find some additional operations.

The record actions can be grouped into three categories:

A. Flow actions

- **Complete submission:** available to the “data owner” for submissions in provisional or reopened status. At the end, the submission changes to the “to be validated” status
- **Delete:** available to the “data owner” for submissions in provisional status
- **Complete submission:** available to the record owner for submissions in provisional status for which changes are needed
- **Update:** available to the record owner for submissions in final status for which changes are needed (the submission status will change to “reopened”).

B. Other operations on already added items

- **View** allows access to the full record to view all information related to the product
- **Contact the record owner:** this function is available to all other co-authors and allows them to send an email to the data owner
- **Reject:** available to all co-authors, this function allows them to delete their name from the University’s authors list, in case the publication was erroneously attributed to them (e.g.: in case of homonymy)
- **Show history:** allows to view the history of all actions on the submission which entailed a change in status or LoginMIUR forwarding status.

An example of the actions menu is provided below:

Summary	Type	Status	MIUR	Last modify	Actions
<p>2022. Hvalbyrnan: A neuroimmune modulator in the microbiota-gut axis. DOI:10.1093/celiss/10.10.126. pp. 1-20. In CELLULOSE POLYMER LETTERS 44(5) vol. 11 (1)</p> <p>Bosi, A.; Banfi, D.; Bistioletti, M.; Moretto, P.; Moro, E.; Crema, F.; Maggi, F.; Karousou, E.; Vior...</p> <p>Owner: ANDREINA BALI ID: hdl:11383/12374</p>	Articolo su Rivista	definitive	success	20/1/2022 10:51	<ul style="list-style-type: none"> Integrate Update now (LoginMIUR website) Display Check Scheda Disable LoginMIUR website synchronization See public version Change owner See history Contact owner
<p>2011. A nonradioactive Method to Measure Histamine Synthase Activity. DOI:10.1007/978-1-4939-1396-9_3. pp. 107-121. in PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES USA - MOLECULAR BIOLOGY - ISSN 0895-9471-1997-9... in MOLECULAR BIOLOGY - ISSN 1084-3745 vol. 23(3)</p> <p>Vigetti, D.; Karousou, E.; Viola, M.; Passi, A.</p> <p>Owner: ALBERTO GIUSEPPE PASSI ID: hdl:11383/2124748</p>	Capitolo di Libro	in			
<p>2021. Inflammation, extracellular matrix remodeling, and proteostasis in tumor microenvironment. DOI:10.3389/fonc.2021.610101. pp. 1-12. In FRONTIERS IN ONCOLOGY - ISSN 2296-4256 vol. 11 (1010101) - ISSN 1661-6626 vol. 22 (1010101)</p> <p>Marozzi, M.; Pamporri, A.; Negri, A.; Viola, M.; Vigetti, D.; Passi, A.; Karousou, E.; Rizzo, F.</p> <p>Owner: You are the owner ID: hdl:11383/110113</p>	Articolo su Rivista	in			

Figure 8

C. Operations on the CINECA website (loginMIUR)

- **Re-forward:** allows to immediately synchronize the product on the LoginMIUR website. This can always be carried out on products in final status and also on those in to be validate status, regardless of the previous forwarding status. This allows to refresh products after manual deletion by the professor from the MIUR website;

Please note: forwarding to the LoginMIUR website is an automatic operation carried out daily, which, however, can be forced by the author after having entered the submission

The metadata shown in the short and full record depend on the product category.

4 NEW PRODUCT SUBMISSION

You can submit a product by searching and retrieving data from a database (PubMed, Scopus, arXiv, DOI, CiNii, ISBN), by importing data from a file (by uploading a pubMed, arXiv, crossRef, bibTex, endnote, cvs, isi, tsv, ris, CiNii file) or manually.

4.1 Database import

The system allows you to carry out a free search (title and year) or an ID code search (e.g.: DOI, pmid,...) in the following databases:

1. Scopus
2. Pubmed
3. Crossref
4. ArXiv
5. ISBN/mEDRA

If you know the publication's DOI, Pubmed, arXiv ID code, you should use the ID code search method:

New submission: get data from bibliographic external service

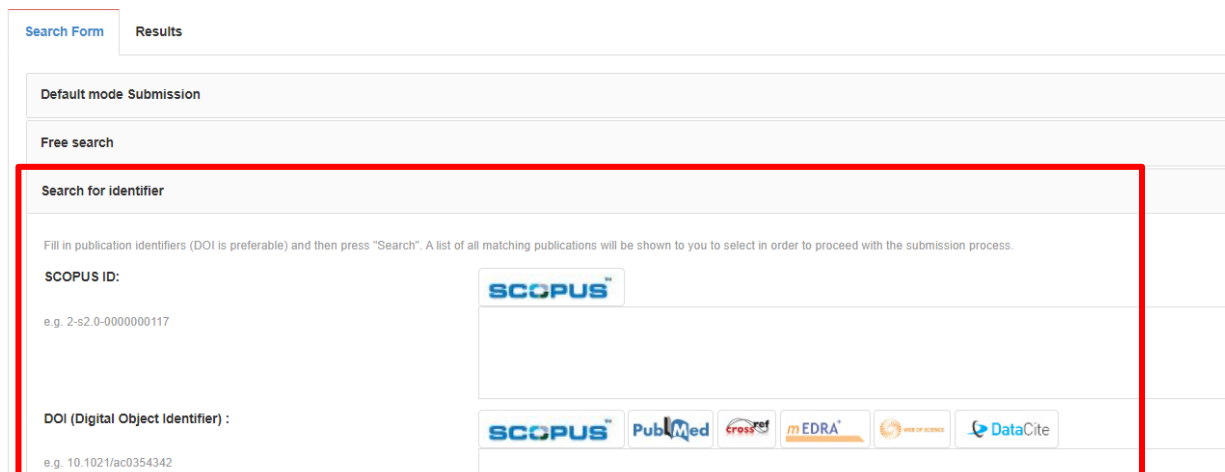


Figure 9

You can also import more than one publication at a time, by entering all ID codes (separated by commas), both from the same category or from different categories.

Should a publication be found in different databases, the system will “merge” the metadata retrievable from all sources.

4.2 File import

You should follow this procedure:

- select the file type you are uploading (pubMed, arXiv, crossRef, bibTex, Endnote, CVS, ISI, TSV, RIS, CiNii)
- by clicking on “Preview”, the records will be shown on the screen for you to select and set up the import category, as if they were retrieved from a database search.

The first record imported by the file is automatically opened for you to complete the submission procedure.

4.3 Manual submission

You have to select the publication category (Figure 10):

New submission: get data from bibliographic external service

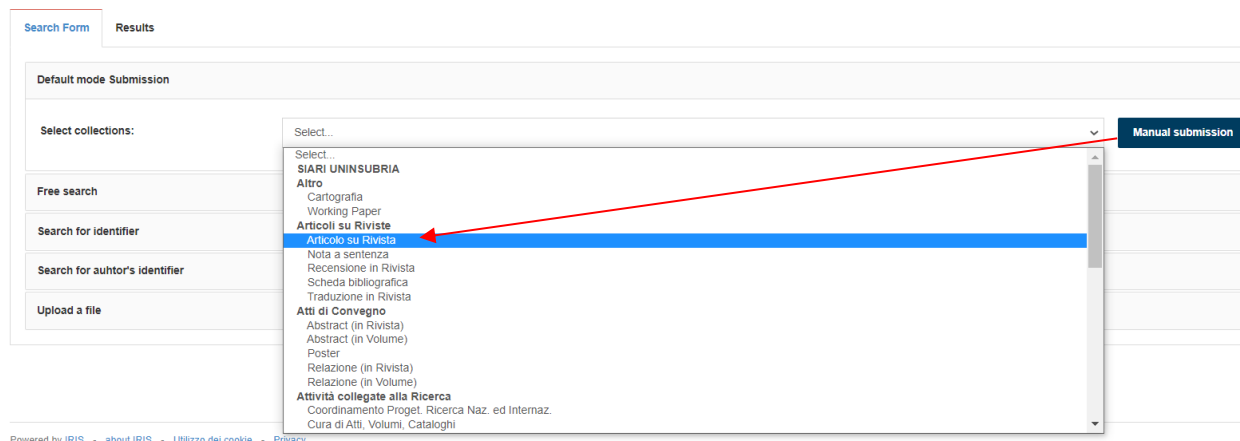


Figure 10

The category may be changed any time during the submission procedure (Figure 11). If, because of a category change, some of the already provided product metadata are no longer applicable (for example the “Journal” element when switching from paper to book), a confirmation page, specifying the fields that will be removed by the system in order to proceed with the category change, will pop up.

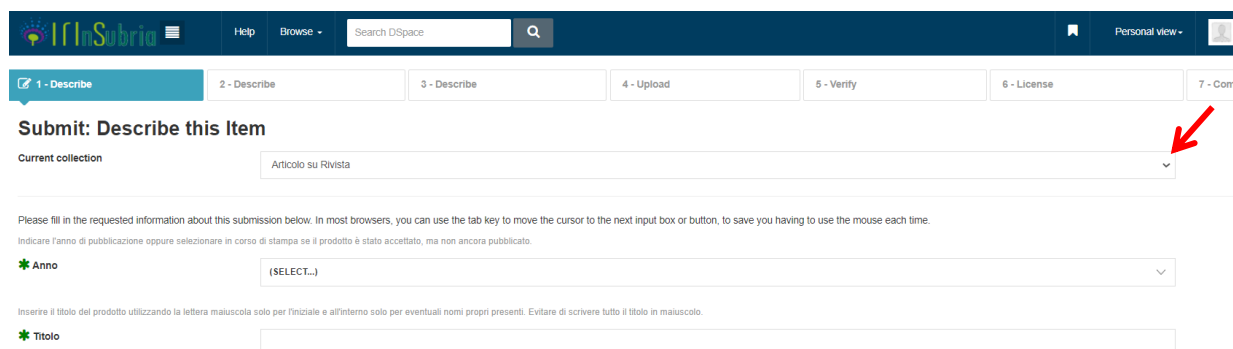


Figure 11

The manual submission procedure entails filling out all fields in every description page (year, title,...etc: metadata), uploading the full text and checking all metadata related to the submitted research product, besides accepting the University's policy. Fields marked with a green asterisk are mandatory.

For those fields which have an arrow/dropdown menu, you can search the contents of the corresponding database by starting to type the text you are searching for

5 MAIN CONTROL FUNCTIONS FOR PRODUCTS SUBMISSIONS

5.1 Linking the Journal (or Series) field with the CINECA database (ANCE)

In order to enter the information on the journal on which you published a paper, click on the ANCE button (Figure 12) and search for the desired journal.

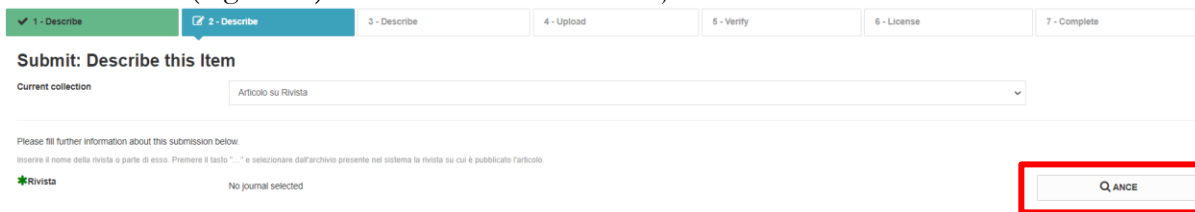


Figure 12

The same procedure should be followed in order to enter the series a book belongs to. The system will search the ministerial database CINECA which collects all journals and series at the national level.



Figure 13

The maximum number of retrievable results is 100 titles (this limit is imposed by the MIUR website). The system will warn you if the search is too generic and retrieves too many results. Should the journal or series not be contained in ANCE, you can nonetheless complete the product record submission by using the IRInSubria form to add a journal/series which is not contained in ANCE. In this case, the system will automatically notify the MIUR of the request of addition to ANCE (flag "add", Figure 14).

The sender is by default the data owner.

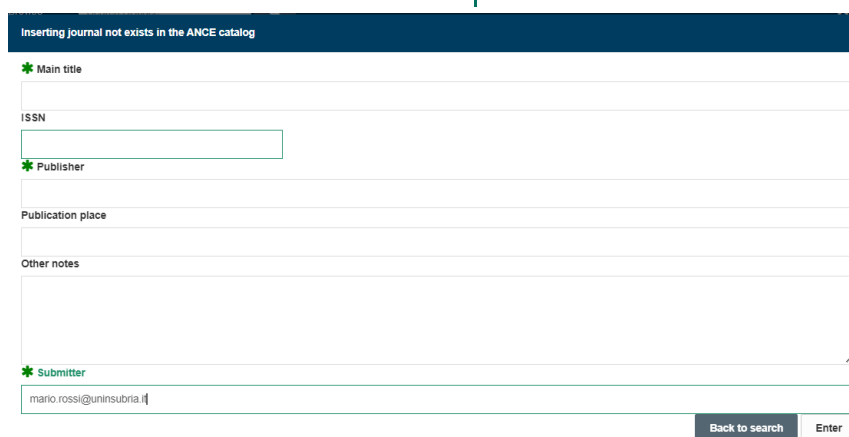


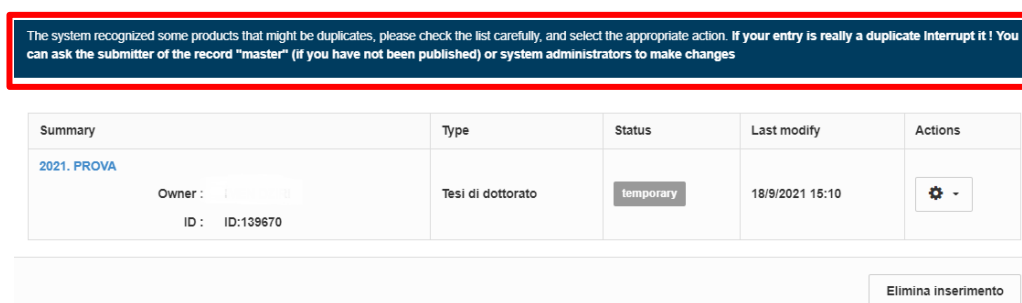
Figure 14

After the journal or series title has been added to ANCE by the MIUR, it will be possible to enter the corresponding ANCE code in the submission.

Should the new publication submission take place via ID code (e.g.: doi), if the ISSN/e-ISSN figures among the data offered by the database, these will be used by the system for an automatic search in the ANCE catalog. If the journal/series is identified in ANCE, it will be automatically uploaded to the record. If, instead, the ISSN is not in ANCE, the journal/series will not be added. The field may in any case be modified.

5.2 Anti-duplication


While entering/modifying a submission, the system searches the IRInSubria archive to check that you are not entering a publication which is already in the catalog and shows potential duplicates in a popup window, as shown in Figure 15.



Summary	Type	Status	Last modify	Actions
2021. PROVA Owner : ID : ID:139670	Tesi di dottorato	temporary	18/9/2021 15:10	

Elimina inserimento

Figure 15

For each identified record you have to select the action among those in the Actions menu :

- **create duplicate**: in case it is an actual duplicate warranted by unforeseen circumstances. The situation can be fixed later on by an administrator who can merge the two records;
- **not a duplicate**: this allows to mark the warning as a **false positive**, thus avoiding the same warning presenting itself again;
- **self-recognize**: in case you are not a recognized author in the submission already catalogued in IRInSubria (that is, you are not explicitly indicated among the University's authors), you will be able to pause the submission and proceed with self-recognition on the product record already catalogued in IRInSubria (as described in the next paragraph).

Anti-duplication is based on the exact correspondence of the submission in progress with those that have already been catalogued in IRInSubria according to one or more criteria.

Should the duplicates identification system retrieve more than 5 potential duplicates, the popup window will not be shown, since the system assumes that the submission characteristics are too

generic to provide reliable warnings (for example, for very generic titles such as “Introduction”).

5.3 Automatic author recognition

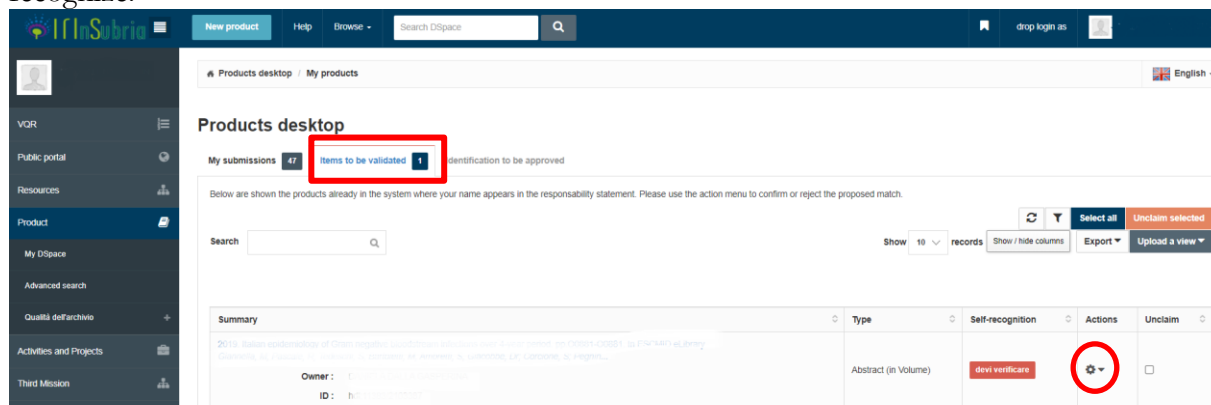
The author may access the self-recognition tool in one of two ways:

1. having received an anti-duplication alert, you can click on “self-recognize” and on confirm, since self-recognition interrupts the submission in progress;
2. from the “self-recognition proposals” tab of the Products desktop, where possible matches between the authors string and the names in the University registry are identified.

If your name appears in the authors string, it will be added as internal author, otherwise, you will have to proceed with manual self-recognition and choose a variant/pseudonym of your name (which will be added to your user profile and used for future recognitions and proposals). In both cases the submission will be in “not confirmed” status until the self-recognition request has been validated.


The system automatically identifies the products which you can “self-recognize” and puts them in your *Products desktop* in the *Items to be recognized* tab.

The number highlighted in blue indicates the total number of products which you may self-recognize.

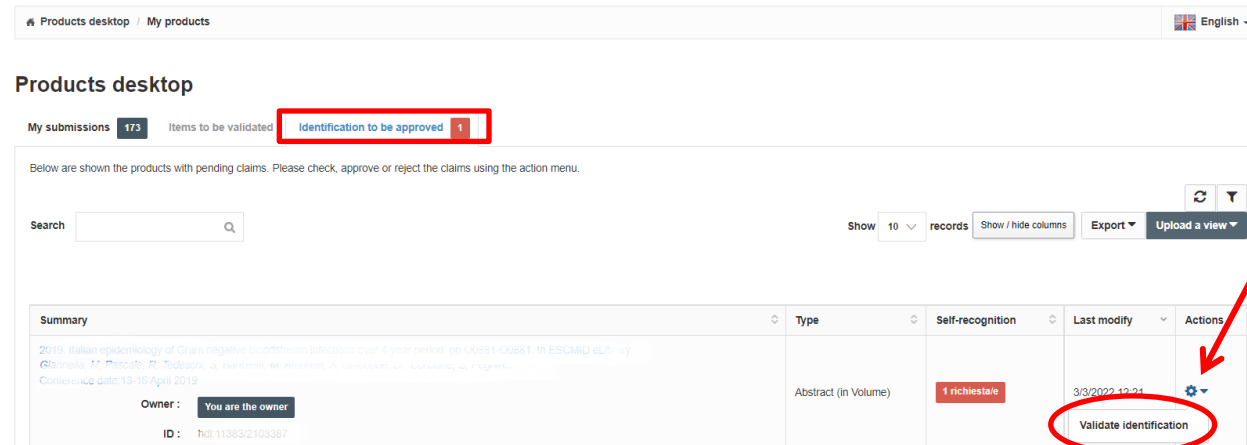


The screenshot shows the 'Products desktop' interface. At the top, there are navigation tabs: 'My submissions' (47), 'Items to be validated' (1), and 'Identification to be approved'. Below this, there is a search bar and a table of products. The table has columns for Summary, Type, Self-recognition, Actions, and Unclaim. One row is visible with the title '2019 Italian epidemiology of Chlamydia trachomatis abstract book 4 (vol. 1) (ISBN 9781138321033)'. The 'Self-recognition' column shows 'devi verificare' and the 'Actions' column has a gear icon circled in red.

You can proceed with self-recognition in one of two ways:

- From the Products desktop – items to recognize, from the Actions menu 

Once you have self-recognized a product, the data owner or system administrator will have to proceed with the validation of the recognition, as shown in the following pictures:



The screenshot shows the 'Products desktop' interface with the 'Identification to be approved' tab selected. A red box highlights the 'Identification to be approved' count (1). Below the search bar, there is a table of products. The table has columns for Summary, Type, Self-recognition, Last modify, and Actions. One row is visible with the title '2019 Italian epidemiology of Chlamydia trachomatis abstract book 4 (vol. 1) (ISBN 9781138321033)'. The 'Self-recognition' column shows '1 richiesta' and the 'Last modify' column shows '3/3/2022 12:21'. The 'Actions' column has a gear icon and a 'Validate identification' button circled in red, with a red arrow pointing to it.

Identification request handling

I seguenti utenti hanno richiesto l'attribuzione del prodotto (riconoscimento come autori interni). E' necessario riconoscerli tra le proposte della stringa autori.
Se compare solo il pulsante "rifiuta" o nelle opzioni proposte non è presente l'autore, è necessario rifiutarlo ed effettuare la modifica della stringa autori tramite l'interfaccia di modifica/integra.

autore	riconosciuto come	Operation
POGGIA M	<p>POGGIA M, MADDALENA Degree: RICERCATORI A TD L.240/10 Affiliation: DIPARTIMENTO DI MEDICINA E CHIRURGIA SSD: Settore MED/17 - Malattie infettive Freshman: 043739 Email: mpoggia@uninsubria.it Data Ultimo Rapporto Lavorativo: 16/03/2023</p>	

- From the product record details:

Once an author's self-recognition has been validated, the publication is sent to the your page on the LoginMIUR website.

5.4 Recognition of internal authors (simplified multiple submission)

The recognition of the University's internal personnel is in one of the following formats:

- FN. Last name, FN. Last name,...
- Last name, FN.; Last name, FN.;...
- Last name First name, Last name First name,

Submit: Describe this Item

Current collection:

Please fill further information about this submission below.

Digitare o incollare nell'apposito box sottostante i nomi degli autori nel formato originale. Successivamente cliccare sul bottone "Elabora stringa autori", il sistema elaborerà la stringa digitata e presenterà gli autori: in verde se riconosciuti come interni all'ateneo, in grigio se esterni e in arancione se è necessario disambiguare il riconoscimento. Cliccando sul singolo autore è possibile: disconoscere un autore interno (se di colore verde), disambiguare più autori (se di colore arancione). Verrà inoltre calcolato automaticamente il numero degli autori e verrà presentata sotto a questo box una tabella degli autori identificati (interni ed esterni) con la possibilità di integrare ulteriori informazioni.

Personale

rossi m. Edit authors string

Search: filter on the authors string Items per page: 10

Show all authors Show internal authors Show external authors Show authors that need disambiguation

Position	Author	Department	Attributes:	Type	Author position	Disclaim
1	rossi m.		<input type="checkbox"/> Corresponding	Not specified	N/A	

In case there are authors that do not allow a univocal recognition because of possible homonyms, the system will signal that you have to proceed with authors disambiguation



If the submission has been imported from a database, the system will automatically elaborate the author string. However, since for a number of authors greater than or equal to 500 this procedure takes a lot of time, the operation will not be available in these cases and you will be asked to enter the University's authors manually.

5.5 PDF upload

Step 4 – Upload shows the following form:

The file must be uploaded even if the author has NOT subscribed to open-access policy. Different versions of the document may be uploaded.

The “Category” field allows you to specify which version you have uploaded (pre-print, post-print or published version).

Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types.

If the work has been published in an Open Access journal, the author is authorized to IMMEDIATELY upload the published version.

The file must be saved as a searchable PDF (not image).

The author will have to indicate whether they want the file to be forwarded to the MIUR website



(by selecting the YES/NO option in the specific field). In order to select YES, at least one PDF file must have been uploaded. The author may change this even after the submission has been validated.

5.6 Confirmation and conclusion

After having uploaded the PDF file, you will see the verification page

Submit: Verify Submission

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. You can safely check the files which have been uploaded - a new window will be opened to display them.

Anno	2022	Correct one of these
Titolo	prova etc	
Anno di pubblicazione online	None	
Anno di accettazione	None	

Rivista	ITALIAN JOURNAL OF GYNAECOLOGY & OBSTETRICS	Correct one of these
N° Volume	34	
N° Fascicolo	None	
Da pagina	None	
A pagina	None	
Numero totale di pagine	None	
Article Number	None	
Formato	None	
Release	None	
Url	None	
Lingua	None	
DOI	None	
Codice PUBMED	None	
Codice Web of Science	None	
Codice Scopus	None	
Programma di finanziamento	None	
Identificativo progetto	None	
Breve descrizione dei contenuti (Abstract)	None	
Parole chiave	None	

You can modify your submission by using the “Correct one of these” buttons in each section. If everything is correct, you can move on to the next step and grant repository license.

DSPACE Distribution License

There is one last step: In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license.

Not granting the license will not delete your submission. Your item will remain in your "My DSpace" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

Submission license

Licenza Deposito istituzionale della ricerca IRInSubria

1. DEFINIZIONI

Ai fini e per gli effetti delle presenti condizioni, si intende per:

Contributo della ricerca scientifica (o Opera):

il Contributo che costituisce opera dell'ingegno suscettibile di protezione in forza delle leggi sul diritto d'autore, la cui utilizzazione è offerta nel rispetto dei termini del presente Accordo, del Regolamento d'Ateneo dei corsi di dottorato di ricerca, della Policy d'Ateneo per il Deposito istituzionale della ricerca, delle disposizioni di legge applicabili in materia e dei contratti editoriali sottoscritti tra autore e casa editrice di pubblicazioni a carattere scientifico;

E-print:

l'Opera in formato digitale depositata nel Deposito istituzionale della ricerca IRInSubria in una o in entrambe le seguenti versioni:

Versione digitale editoriale:

la versione digitale dell'Opera editata e pubblicata dall'editore di pubblicazioni a carattere scientifico;

I Do Not Grant the License Terminate

By clicking on “End” the product status is changed to “to be validated” and the submission procedure is concluded.