Submitting to Iowa Research Online

Note: If your submission involves audio or video, or has already been published in a different IRO series/journal (e.g. you wrote an article in a local journal or you co-authored with someone from another department), contact lib-ir@uiowa.edu

Please send any questions about the process to lib-ir@uiowa.edu.

Method One: Email full-text material to Iowa Research Online administrators (lib-ir@uiowa.edu)

Method Two (preferred): Submit directly to Iowa Research Online

Submitting to Iowa Research Online

Login

1. Go to the series for your department (e.g. http://ir.uiowa.edu/lib_pubs/) or to the main IRO page (http://ir.uiowa.edu/)

2. Click Submit Research.
   
   a. If you started from the home page, you will need to choose the specific series from the submit research page before logging in.

   b. If your department is not listed, send an email to lib-ir@uiowa.edu to request a new series. This will typically take about 24 hours.

3. You will be prompted to log-in or create an account with your email address, name, institution and password of your choice.
Agree to submission terms

1. Before agreeing to the Submission Agreement, you are asked to make sure you have the necessary rights to deposit the version of the article you are planning to upload. According to the SHERPA/RoMEO database of journal publishers’ self-archiving policies, most publishers allow authors to deposit pre-prints (pre-refereed version) of published articles with a link to the published version. Many also allow post-prints (post-refereed version), sometimes after an embargo period. If you aren’t sure about the policies for a specific journal and you don’t have a copy of anything you signed or clicked, Sherpa/Romeo can help you. It can also help you understand the terms of your agreement.

Before submitting a paper to the repository, please be sure that all necessary permissions have been cleared. Authors are responsible for ensuring that your submitted content does not infringe any copyright, violate any proprietary rights, contain any libelous matter, or invade the privacy of any person or third party. The following resources may be helpful in determining what rights authors have for self-archiving their work.

- The University of Iowa Libraries’ Scholarly Publishing Guide provides information regarding your rights as an author and use of copyrighted materials. The section on Authors Rights offers useful information on communicating and negotiating with publishers to obtain permissions for self-archiving.
- SHERPA/RoMEO is a searchable database of journal publishers’ self-archiving policies.

2. Read the submission agreement, click to agree and click submit.

Submission Agreement for University of Iowa Libraries Staff Publications

By checking the box below, I grant University of Iowa Libraries Staff Publications on behalf of the University of Iowa the non-exclusive right to distribute my submission (“the Work”) over the Internet and make it part of the Iowa Research Online.

I hold the copyright to this submission or have been authorized by the copyright holder to upload this submission for distribution to an institutional repository, and agree to permit this document to be posted in University of Iowa Libraries Staff Publications. I have obtained the necessary permissions from the publisher to reproduce this article in the format being submitted.

I warrant that the posting of the work does not infringe any copyright, violate any proprietary rights, contain any libelous matter, invade the privacy of any person or third party, or otherwise violate Repository policies.

I understand that accepted submissions may be posted immediately as submitted, unless the submitting author requests otherwise or submits a revision.

Basically, this is saying you have the rights to post the item and you are giving the University of Iowa non-exclusive rights to share your content.

3. After agreeing to the terms, you will be prompted to enter metadata for the article.
Add title and other information about submission

**Note:** You only need to enter information for required fields. It is very helpful if you include other values if they are relevant.

**Note:** some series begin with a PMID field. Use of this can save some steps, but alters the process slightly. See the instructions in green.

1. If the series begins with “PubMed ID Metadata Harvest” you have the option to pull in much of the data using a PMID. Note that when you do this, it will replace all existing data, so only do this as a first step. The data will still need to be reviewed/corrected before posting.

**PubMed ID Metadata Harvest**

If your article appears in PubMed and you have the PubMed ID, enter it here. The information from PubMed will be used to pre-populate the submission form. You will be able to confirm or update the information on the page that follows.

Enter External Article ID

| PubMed ID | Import |

2. **Required:** Add the title as used on the item.

*Required* Title

Please do not use html or other encoding (Unicode characters are fine). Please do not use all capital letters.

Enter title:

It is preferable to not include a final period. Remove the final period from the PMID import.

3. **Required:** Edit the authors if necessary.

   a. You will already be listed since you logged in. You can remove your name if you are submitting for someone else (click the x after your name).

   b. Use the form of name used on the item. If you need to edit a name, click the pencil icon after the name. The PMID import puts first and middle names together and may using only initials, even if the article uses full names. Library staff can correct this.

   c. Add additional authors by clicking the green plus.

   d. Preferably include an institution for all authors.

   e. Add emails for authors when known. Note that only authors for which you enter an email address will receive notifications regarding the article, such as a confirmation of your submission and monthly download statistics.
f. Rearrange the authors as necessary by changing the number before the name.

**Authors**

4. **Required:** Select the appropriate type for the content. Typically this will be Article, Conference Paper (for the written out talk) or Speech/Presentation/Lecture (for a PowerPoint or video from a presentation).

**Document Type**

The default is Article.

5. If the item is peer reviewed, check the box. This will display and can also be used in the advanced search to restrict results to peer reviewed content.

**Peer Reviewed**

6. **Required:** Enter at least the year of publication. Add the other dates if known/would typically be used in a citation.

**Publication Date**

If you choose to enter a date, the year is required but all other fields are optional. For conference presentations, please enter the date of the conference. If uploading a forthcoming paper, please enter the projected publication date.
PMID import may use January 1 for the publication date. Correct the date to the actual publication date.

Note: you could omit the remaining fields and scroll down to the upload option. However, it is very helpful if you include additional information if you can. Library staff members will review the values and fill in/correct values before posting. In general, think about what data is needed to cite your content and include that information in the fields.

7. Add the NLM Title Abbreviation. This may actually in the in the Journal title field (below). Put the full name in the Journal title field.

   **NLM Title Abbreviation**
   Redox Biol

   **Journal/Book/Conference Title**
   Redox Biology

8. Add the title of the journal, conference or book (for a chapter).

9. Add the location of the conference (for use in a citation)

10. Add volume and issue number if they exist.

11. For an article with sequentially numbered pages, add the start and ending pages. For journals that use article numbers, add this to the first page. (It is not needed in the ending page.) Filling out these values correctly makes the “Find in your library” link work correctly (to get to the publisher’s site or other published version to which we have access).

12. If start and end pages are not used, include the total number of pages in the PDF.

13. Add the PubMed ID. (The field at the top is only used for importing data and the PMID does not stay in the record.)

14. Add the DOI if the officially published version has one. Library staff will add this if omitted.

   **DOI of Published Version**

   [10.1080/15295036.2013.858823](10.1080/15295036.2013.858823)

Using a DOI will make an Altmetric count appear (if higher than 0) on the article page below the share options.
15. **Optionally:** Add an abstract, if you have one. This helps promote your content in Google and other search engines. Library staff may add an abstract if part of the article or conference website. The PMID import pulls in the abstract.

**Abstract**

Paste or type your abstract:

Adding an abstract can help increase the readership of your item. The abstract will display in Google Scholar.

[PDF] Implementing the SFX link server at the University of Iowa
PA Soderdahl - University Libraries Staff Publications, 2003 - ir.uiowa.edu
Abstract In January 2002, the University of Iowa Libraries introduced its link server—linking related content from one information provider to another—using Ex Libris SFX software. Three basic services appeared on day 1 of the link server's implementation: (1) citation ... Cited by 11  Related articles  All 11 versions  Web of Science: 3  Cite  Save

16. **Optionally:** Add keywords. Note that you need to separate them with a comma, so do not use a comma within a keyword phrase. You can use any words that you want. These words improve the overall findability and page ranking within search engines. If the submission relates to a forthcoming publication with incomplete details, add the word “forthcoming”: to the keywords to alert library staff to add details and links after it is published. The keyword field is also used to pull together items for which the OA fund paid the author publishing charge (OAfund).

They will display publicly:

**Keywords**

link resolver, SFX, OpenURL, context-sensitive linking

17. Add information about the granting or sponsoring agency and the grant/award number if relevant. If this is on the publication, library staff will add it.

**Granting or Sponsoring Agency**

National Science Foundation

**Grant Number**

BCS1149310
18. **Optionally**: add any additional information in the comments field. Use of this field is unusual. If granting or sponsorship information is too complex for the above fields, add the information here.

   **Comments**
   This presentation is also available in ERIC as document ED240633.

19. **Optionally**: For journal articles and other published content, choose the correct version for what you posted. Use the [linked document](#) for clarification. Library staff will choose the correct option if you aren’t sure.

   **Journal Article Version**

20. **Optionally**: When uploading journal articles and other published content, the publisher often requires a citation of the published version and a link to their site. You can include this, but library staff will also add this.

   **Published Article/Book Citation**

21. Add the rights statement. Everything in a fixed format automatically has a copyright applied. If something is formally published, you may need to check the copyright/license to publish form you signed (or clicked) when submitting the article. You should find the correct copyright
statement on the article and publisher’s site.

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Rights
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Don’t include a creative commons statement in the rights field. Add it below.

22. If a creative commons license has been assigned to the item, or if you would like to assign such a license, choose the appropriate license from the list.

23. If you need to embargo the content according to publisher terms, add a date.

24. The disciplines will be filled with a broad term for the series. Optionally, you may look for narrower or additional terms.

25. If the content is not in English, please alter the language code appropriately. Libraries staff will correct this value as needed.

26. Required: Click “Upload file from your computer”, click “Choose File” and navigate to your file to upload. If you upload a word document, the system will convert it to a pdf for you. Other files will remain in whatever format you upload.

If your submission is somewhere like dropbox where you can link directly to the content with a
URL, you may instead choose “Import file from remote site” and paste in the URL (rather than uploading).

27. **Optionally:** If the content has been published in a journal or book, check Yes to create an Open URL.

28. If you have supplemental files, check the box.

29. **Required:** Click “Submit”.

30. After you submit, you will have an opportunity to revise your submission. **Once you leave this page, you will not be able to make any edits.**

31. Library staff will receive an email that your item has been queued. After review and any needed corrections, the item will be posted publicly.

Rev. 2 Dec 2015