

## ARCA UNIVERSITY CATALOGUE: USER GUIDE

---

### Index

ACCESS TO ARCA.....	2
BASIC CONCEPTS .....	2
DESKTOP PRODUCTS .....	3
TABS.....	3
LAYOUT CUSTOMIZATION .....	3
ACTIONS.....	4
REGISTERING A NEW ITEM .....	5
NEW SUBMISSION: bibliographic INFORMATION.....	5
RECOGNIZING INTERNAL AUTHORS.....	6
FULL-TEXT UPLOADING.....	8
SELF-IDENTIFICATION .....	10

The University Research Publications Catalogue ARCA (*Archivio Istituzionale della Ricerca Ca' Foscari*) is a database that is part of the new system CINECA-IRIS (*Institutional Research Information System*) that collects information on the scientific products of Ca' Foscari researchers. ARCA promotes open access policies in accordance with the European Commission guidelines

([http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-pilot-guide\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)).

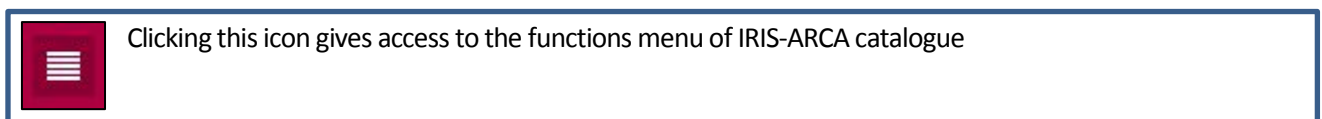
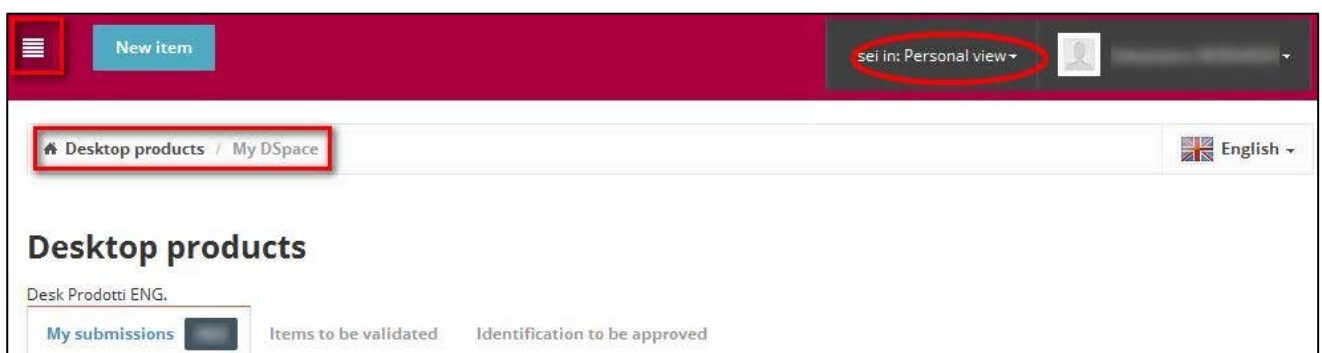
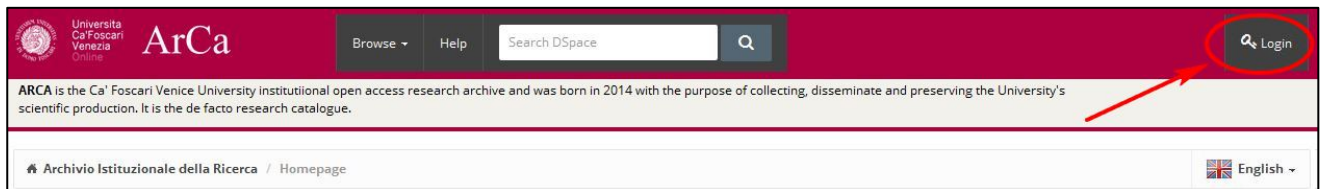
## ACCESS TO ARCA

---

The public portal is available on-line at <https://arca.unive.it/>


Login to the system to access your Personal Desktop and manage your publications.

The username and password needed are the same you use to access the Personal Area of Ca' Foscari web site (username@unive.it and related password):





## BASIC CONCEPTS

---

 **IDENTIFIED AUTHOR:** author of a publication who has registered at the University database and is so provided with personal data details (role, Department, Scientific Area, etc.). The self-identification and the identification of co-authors of Ca' Foscari are necessary at the moment of the uploading.

**PUBLICATION OWNER:** user who originally created the publication record and manages the publication form in case of future updating.

 **DRAFT PUBLICATION:** publication to be completed with necessary information. It is not available yet either in the Ministerial website (loginmiur.cineca.it) or in the Catalogue Public portal.

 **COMPLETED PUBLICATION:** publication sent and synchronized both with the Ministerial website and the University database. However, completed publications are always editable without requiring the reopening of the process.

## DESKTOP PRODUCTS

After the Login you will see the home page "Desktop products"

The screenshot shows the "Desktop products" interface. At the top, there are three navigation tabs: "My submissions" (1052), "Items to be validated", and "Identification to be approved". A red arrow labeled "Tab" points to these tabs. Below the tabs is a search bar and a "Show 10 records" dropdown. To the right, there are buttons for "Show / hide columns" and "Export", both circled in red. A red arrow labeled "Layout customization" points to these two buttons. Next to them is a button labeled "Upload a view", also circled in red. Below the navigation area is a table with columns: Summary, Type, Status, MIUR, Last modify, Actions, Title, Year, Journal title, and ISSN (journal). A red arrow labeled "Actions menu" points to a gear icon in the Actions column of the first row.

### TABS

The Desktop has three main tabs, for every tab the number of included products is provided:

**My submissions** 95

This tab lists the publications of which you are the owner or an identified author.

**Items to be validated** 19

This tab lists the publications of which you could be an author, but are still not identified. You must confirm or reject the proposed matches.

**Identification to be approved** 1

This tab lists the publications of which you are the owner, when other users propose themselves as identified co-authors. You must confirm or reject the proposed matches.

### LAYOUT CUSTOMIZATION

You can add or hide columns to the products view. The order of the columns is editable too: simply hold and drag a column to the desired position.

The screenshot shows the "Desktop products" interface with the "Show / hide columns" button circled in red. Below it, a table header is shown with columns: Status, Year, Type, Last modify, DOI, Self-recognition, Actions, and DOI. A red arrow points to the "DOI" column header, indicating it can be dragged to reorder columns.

**Export** **Upload a view**

By these two functions you can save and recall your personalized layouts.

## ACTIONS

---

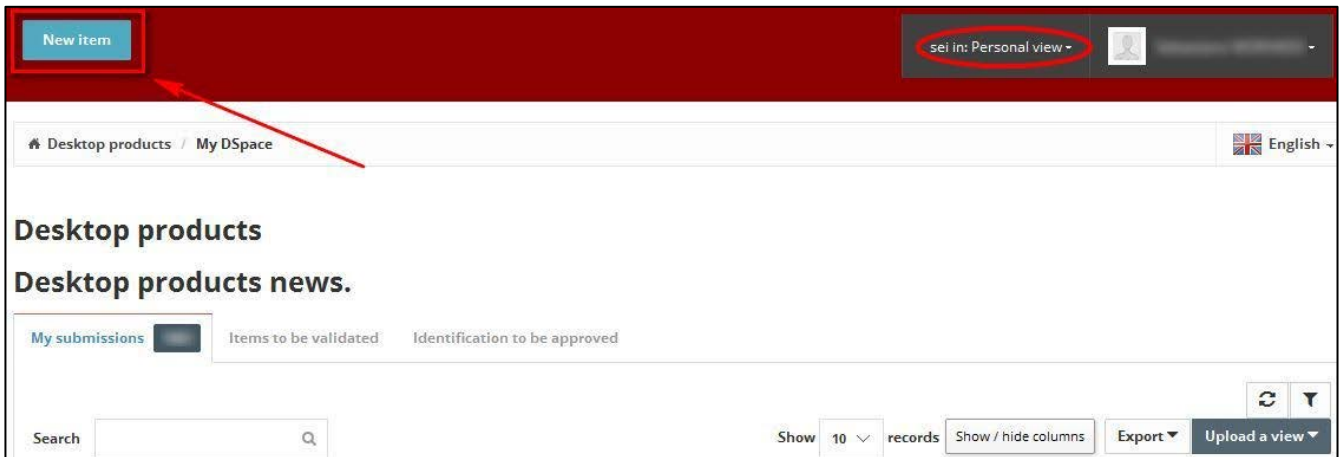


This function allows you to perform operations on a specific publication. The list of available actions depends on the state of the product (Definitive / Temporary), on being the owner of the item, on the tab where it is displayed.

Here is a list of the possible actions:

- **update LoginMIUR** web site (active only for definitive items);
- display the **details** of a publication;
- display the **public version** of an item;
- see the **history** of changes;
- **contact the owner** of the publication record;
- **self-identify** on a publication record;
- **accept a self-identify proposal**;
- **modify/delete** a publication.

## REGISTERING A NEW ITEM



Login in “Personal view” and go to the menu section [Product > MyDSpace](#). Use the function “New item” to start the registration WIZARD.

### NEW SUBMISSION: BIBLIOGRAPHIC INFORMATION

In the first step of the WIZARD you must choose the insert mode among:

- import from an **identifier** (PubMed, Scopus, arXiv, DOI, CiNii, ISBN);
- upload a **bibliographic file** (pubMed, arXiv, crossRef, bibTex, endnote, cvs, isi, tsv, ris, CiNii);
- **manual** submission.


Choosing one of the first two options, the system will automatically import the available information about the publication(s) from external databases: just provide a code or select the file containing the metadata about the publication(s) you want to register and use “Search” or “Process”:

A screenshot of the 'DOI (Digital Object Identifier):' form field. The input field contains the text '10.1021/ac0354342', which is circled in red. Above the input field are icons for PubMed, CrossRef, arXiv, and mEDRA. Below the input field are icons for arXiv, mEDRA, and CiNii. A red arrow points from the circled input field to the 'Search' button at the bottom right of the form.

In the “Results” page you will be asked to check the publications ready to be imported and, for each of them, to choose the proper type before using “Import the selected records”:



Next steps are the same provided from the **manual submission mode**:

follow the WIZARD and complete the requested information (the fields marked with  are mandatory) and **remember to identify yourself and any co-author related to Ca' Foscari University** (see next paragraph): only identified authors will have their Ministerial and University personal webpage updated from the registration.

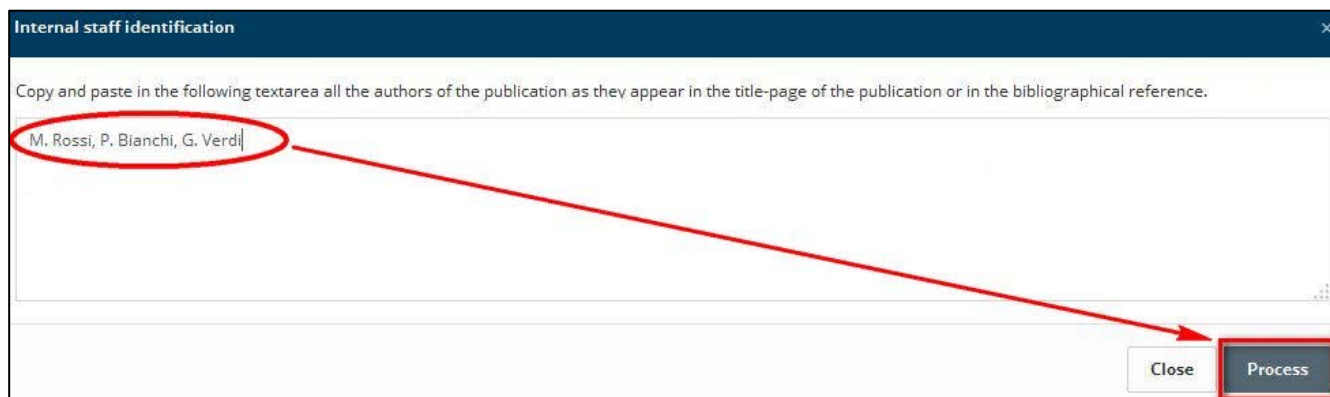
### RECOGNIZING INTERNAL AUTHORS

**Recognizing the authors related to Ca' Foscari is a mandatory step** of the WIZARD submission: it establishes the link between one or more authors of the publication (a bibliographic data) and the official database of Ca' Foscari researchers.



To complete this step quickly, using the “**Automatic multiple recognition**” function is highly recommended.

Complete the related window with the list of all the authors (internal and external) of the publication:



The system will automatically detect the researchers related to Ca' Foscari and complete the fields "Authors" and "Number of the authors".

In case of wrong identifications, manual correction will still be possible, removing homonyms and adding missing authors.

Finally, in case of homonyms, the system will notify multiple matches, giving the possibility to select the correct authors from a dropdown menu.

If you choose to register the authors manually, first complete the field "Internal author" and select the desired one from the list; more co-authors related to Ca' Foscari can be added using the function



Then the fields "Authors" (that is, the list of all the authors, both internal and external) and "Number of the authors" must be filled manually too.

## FULL-TEXT UPLOADING

### Submit: Upload a File

Select the file to be deposited in ARCA.

**Document File:** 1

Select a type for this file

**Type:** 2

Choose access option

**Access policy:** 3

Select the distribution licence

**Tipologia di licenza:** 4

Send file to LoginMIUR website, if you are loading a PDF you need to choose Yes or No.

**LoginMIUR website transfer:** 5

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

**File Description:** 6

Notes for this file

**Notes:** 7

Uploading full-text publications is required by the resolution of the University's Senate nr.16 of 30 November 2011 and ruled by the "University Regulations for filling the institutional archive and the open access to scientific literature".

- 1- **SELECT A FILE:** the file should be a searchable PDF (and not an image). It is possible to attach more files to an item; only files lighter than 10MB will be transmitted to the ministerial website *loginmiur*.
- 2- **TYPOLGY:** in case of full-text uploading, the choice is among:
  - a. **PRE-PRINT** document: it refers to the paper before the peer-review, thus possibly different in contents from the edited version;
  - b. **POST-PRINT** document: it refers to the paper after the peer-review; thus, the uploaded file has to be equal in contents to the published version, although there can be differences in terms of layout and formatting.
  - c. **PUBLISHER VERSION:** it is the final version of the article produced and printed by the publisher.
- 3- **ACCESS POLICY:** you must choose the rights to access the attached file, choosing among:
  - a. **Open access:** the research publication will be available online; the rights management will be specified at the next point "Distribution license".
  - b. **Embargo:** it establishes the period during which access to the full-text is not allowed. At the end of this period, the publication can be considered as an Open access item.
  - c. **Recognized authors:** personal or closed access, document available only to the authors.
- 4- **DISTRIBUTION LICENCE:** the University Regulations for filling the institutional archive and the open access to scientific literature provide a choice among these kinds of licences:
  - a. **Accesso libero** (no vincoli): libre open access refers to maximum availability, it allows visibility, text circulation and the possible use for other publications, always respecting intellectual property (for related rights see the Creative Commons guidelines).
  - b. **Accesso gratuito** (solo visione): gratis open access publications are visible and easily quotable, yet they cannot be changed or used to derive other publications.
  - c. **Publico dominio:** associating the contribution to the Universal Creative Commons license means giving up to all the rights in relation to copyright. No right is reserved to the author, so it is allowed to copy, modify, distribute and perform the work for commercial



- purposes without any permission.
- d. **Creative Commons:** it allows you to specify modifiability and reuse constraints, according to the scheme of Creative Commons licenses.
  - e. **Accesso chiuso-personale:** close access, publications are classified in the university archive but not visible, except to the authors and the authorized university staff (including the departmental commission members in case of internal evaluation procedures).

*NB:* In case of publications with an ISSN, if the publisher is registered to the **Sherpa-Romeo** system the following icon will appear and the system will automatically check and show the copyright policies of the editor.

Database di SHERPA/RoMEO per le policy degli editori



Information from  
**SHERPA  
RoMEO**

Tutte le informazioni in SHERPA/RoMEO sono corrette al meglio delle nostre conoscenze, ma non possono essere usate per scopi legali. SHERPA non può essere ritenuta responsabile per il riutilizzo dei dati di RoMEO, o per interpretazioni alternative che derivano da queste informazioni.

Il database SHERPA/RoMEO fornisce i seguenti dati per la rivista che hai inserito.

**Rivista:** Physical Chemistry Chemical Physics (ISSN: 1463-9076 )

**Editore:** Royal Society of Chemistry

**Pre-print dell'autore:** ✓ L'autore può archiviare il pre-print (cioè pre-referaggio)

**Post-prints dell'autore:** ✓ L'autore può archiviare il post-print (cioè bozza finale post-referaggio)

**Versione dell'editore:** ✓ l'autore può archiviare la versione dell'editore/PDF

- 5- LOGINMIUR WEBSITE TRANSFER: this function only works in case of PDF uploading and allows you to determine whether this should be sent also to the ministerial website loginmiur.cineca.it. The size limit for each file is 10MB.
- 6- FILE DESCRIPTION: it allows you to specify the contents of the attached file (i.e. "Chapters 1-7", "Main article", "bibliography", etc.).
- 7- NOTES: any other relevant information about the uploaded file.

## SELF-IDENTIFICATION

A user can add him/herself in the list of identified authors of a publication, in case this step has been omitted by the co-author who saved the publication. The system automatically lists in the tab “Items to be validated” the publications of which you could be an author, but still not identified. You must confirm or reject the proposed matches:



The screenshot shows a user interface with a navigation bar at the top. On the left, there are two tabs: 'My submissions' with a count of 95, and 'Items to be validated' with a count of 1. The 'Items to be validated' tab is highlighted with a red box. Below the navigation bar, there is a table with columns: 'Summary', 'Type', 'Self-recognition', and 'Actions'. The first row of the table contains the following information:

Summary	Type	Self-recognition	Actions
2015. prova.Inserimento rivista 1. DOI:4557. pp.6-23. In EUROPEAN JOURNAL OF PHILOSOPHY - ISSN:0966-8373 vol. 3 Rossi, M. Owner : [redacted] ID : [redacted]	2.1 Articolo su rivista	dev/verificare	Self-identify Reject

The 'Self-identify' and 'Reject' buttons in the 'Actions' column are circled in red. A red arrow points from the 'Identify' button in the second screenshot to the 'Self-identify' button in this screenshot.

You can manage the self-identification also from the “Short” or “Full” form of every publication in the “Definitive” status:



The screenshot shows a user interface for managing a publication. At the top right, there are buttons: 'See public version', 'Trovalo', 'Contact owner', and 'Identify'. The 'Identify' button is circled in red. Below the buttons, there is a text field with the URL: <http://hdl.handle.net/1234/>. Below the URL, there are two tabs: 'Short form' and 'Full form'. The 'Short form' tab is highlighted with a red box. Below the tabs, there are input fields for 'Title:' (Prova), 'Internal authors:', and 'Issue Date:' (2004). On the right side, there is a 'General info' sidebar with fields for 'Owner:', 'Status:', and a 'final' button.

In both cases a notification will be sent to the product owner, who will have to confirm or reject the self-identification request.