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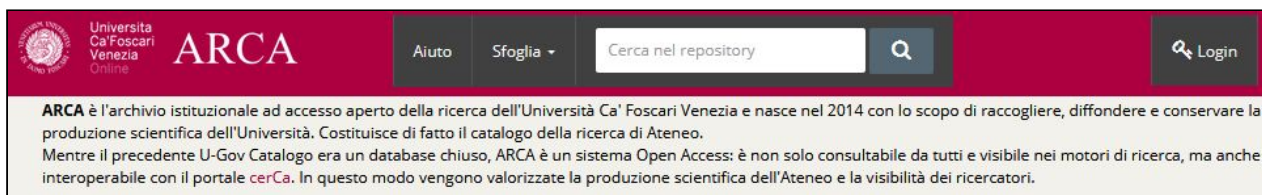
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The University Research Publications Catalogue ARCA (*Archivio Istituzionale della Ricerca Ca' Foscari*) is a database that is part of the system CINECA-IRIS (*Institutional Research Information System*) that collects information on the scientific 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).

1 - ACCESS TO ARCA

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

Login to the system to access your Personal Desktop (DSPACE) and manage your publications. The username and password needed are the same you use to access the Personal Area of Ca' Foscari web site and the webmail:



This icon gives access to the functions menu of ARCA Catalogue

2 - MAIN DEFINITIONS

PUBLICATION OWNER: user who originally created the publication record.

IDENTIFIED AUTHOR: author of a publication who has registered at the University database and is therefore 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.

temporary

DRAFT PUBLICATION: a 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.

definitive

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

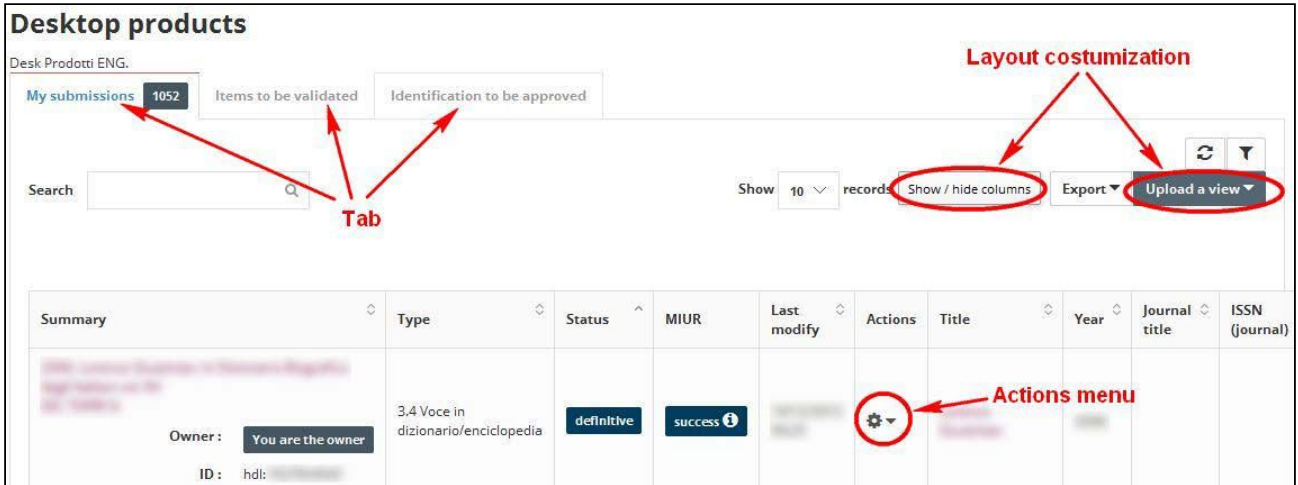
re-opened

RE-OPENED PUBLICATION: a publication previously in definitive status, now under updating by the author.

NOTE: the information displayed to other users, as those transmitted to loginmiur and unive websites corresponds to the information registered in the last definitive version of the item.

3 - PERSONAL DESKTOP (DSpace)

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



TABS

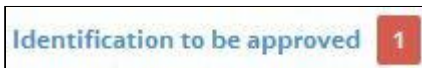
The Desktop has three main tabs, for every tab the number of included products is provided:



Publications of which you are the owner or an identified author.



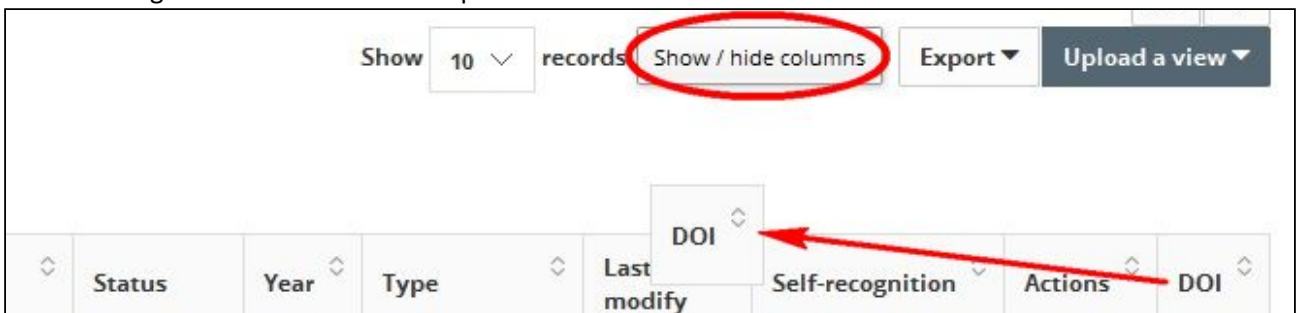
Publications of which you could be an author, but still not identified. You must confirm or reject the proposed matches.



Publications of which you are the owner, when other users propose themselves as identified co-authors. You must confirm or reject the requests of your colleagues.

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.



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

4 - 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.

COMPLETED PUBLICATIONS

TAB "MY SUBMISSIONS"

- **Update now (LoginMIUR website):** it allows you to force the sending of the publication to the ministerial portal (the automatic sending usually takes place between 8.00 pm to 11.00 pm);
- **Display:** to see publication details;
- **Disable LoginMiur synchronization:** publication data and updates will not be sent to the ministerial portal;
- **See public version:** to obtain a preview of the item as shown in the public ARCA website;
- **See history:** to see the timeline of item modifications (creation date, updates, etc.);
- **Contact owner:** to send a notification to the publication owner.

TAB "ITEMS TO BE VERIFIED"

- **self identify / Reject:** to confirm or reject the matches proposed by the system for your self-identification.

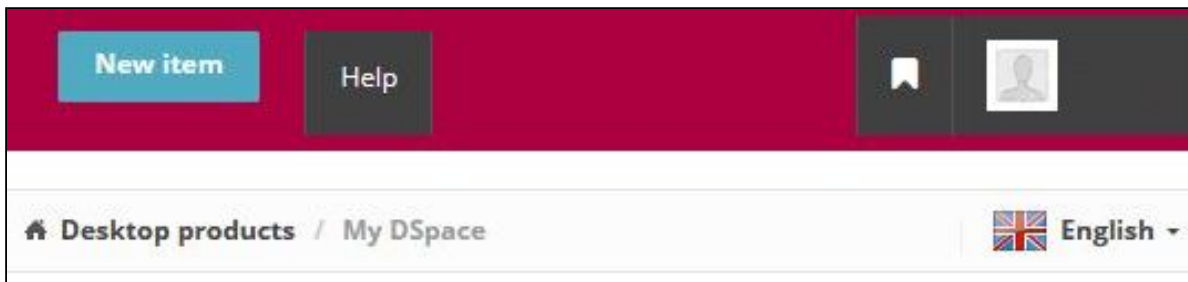
TAB " IDENTIFICATION TO BE APPROVED"

- **validate identification:** to verify the self-identification requests carried out by other authors.

DRAFT (TEMPORARY) PUBLICATIONS

- **Complete submission:** to complete the registration and save the item in "Definitive" status;
- **Delete:** deleting actions is possible only for items in "temporary" status. To delete a publication in "definitive" status you must send a request to arca-admin@unive.it .

5 - SUBMITTING A NEW ITEM



After your Login please, use the function “New item” to start the registration WIZARD.

STEP 1 & 2 – BIBLIOGRAPHIC INFORMATION

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

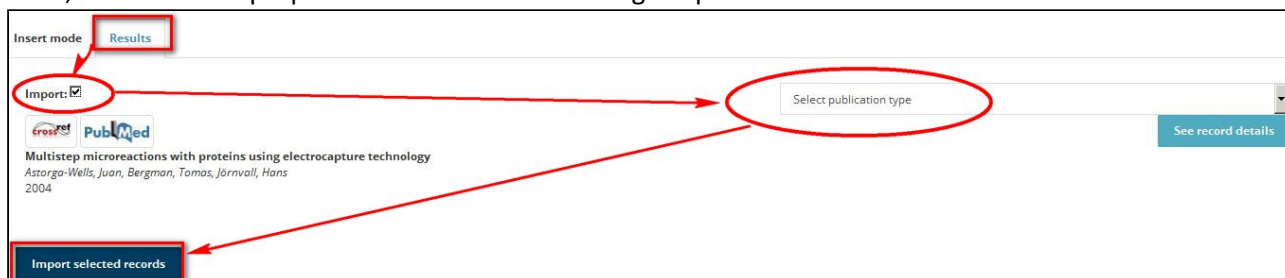
- upload a **bibliographic file** (bibTex, endnote, cvs, etc.);
- import from an **identifier** (Scopus ID, DOI, ORCID ID, etc.);
- **free search** in Scopus and Web of Science database;
- **manual submission**.

Choosing one of the first three options, the system will import the available information about the publication(s) from the external databases, thus sparing you starting the registration from the very beginning.

Please, provide an identifier in the dedicated box or select the file containing publication(s) metadata about the publication(s) you want to register and use “Search” or “Process”:

A screenshot of the registration wizard form. The form has four main sections, each with a label on the left and a corresponding input field on the right. The first section is for 'DOI (Digital Object Identifier):' with an example 'e.g. 10.1021/ac0354342'. The input field contains '10.1021/ac0354342', which is circled in red. Above this field are logos for PubMed and CrossRef. The second section is for 'arXiv ID:' with an example 'e.g. arXiv:1302.1497' and an arXiv logo. The third section is for 'ISBN:' with an example 'e.g. 8847005477' and an mEDRA logo. The fourth section is for 'CiNii NAID:' with an example 'e.g. 110004744915' and a CiNii logo. At the bottom right of the form is a dark blue 'Search' button. A red arrow points from the circled DOI field to the Search button.

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 classification before using “Import the selected records”:



The following steps are the same provided in the manual submission mode, fields marked with green asterisks are mandatory.

IMPORTING PUBLICATIONS DATA FROM LOGINMIUR

The import can be requested to support service arca-admin@unive.it.

Alternatively, you can proceed autonomously following these steps:

1. go to the “Pubblicazioni” area of your loginmiur profile;
2. in the “Esporta” box, choose the desired bibliographic format (BibTeX, EndNote). Year/typology filters can be selected;
3. log into ARCA > “New item” > “Import from an identifier”;
4. choose the same format used for the loginmiur export and upload the file;
5. select the publications to be imported and their ARCA classification;
6. launch the job with “Import selected records”.

IMPORTING PUBLICATIONS FROM YOUR ORCID PROFILE

1. login in ARCA > “New item” > “Import from an identifier”;
2. insert your ORCID in the dedicated box and launch the research;
3. select the publications to be imported and their ARCA classification;
4. launch the job with “Import selected records”.

In both cases products will be imported in “Temporary” status, as your intervention is required to complete ARCA mandatory information and save the items in “Definitive” mode.

STEP 3 - RECOGNIZING INTERNAL AUTHORS

Recognizing all the authors related to Ca' Foscari is a mandatory operation for the correct submission of a product in ARCA: it establishes the link between one or more authors of the publication (a bibliographic data) and the official database of Ca' Foscari researchers.

Only identified authors will have their Ministerial and University personal webpage updated. Furthermore, authors recognition guarantee the correct attribution of publications for the purpose of evaluation procedures.



Type the author(s) of the product you are registering and launch the recognition job with "Process".

The system will mark the names with the following code:

- **GREEN**: authors recognized as relating to Ca' Foscari;
- **GREY**: external authors (non-recognized authors);
- **ORANGE**: cases that require disambiguation, as there are homonyms.

With "SHOW OPTION" you have access to the following entries:

1) FORMAT: choose the standard used for authors identification between

- AUTO-RECOGNITION (default value used by ARCA);
 - MLA (for more information about this standard please, see <http://www.bibme.org/citation-guide/mla/>);
 - APA (for more information about this standard please, see <http://www.bibme.org/citation-guide/apa/>).
- MLA and APA options are useful if the authors' string is reported from a source formatted with one of these standards, so allowing a more efficient identification of the authors by the system.

2) AUTHORS SEPARATOR: choose which character you want to use to separate single persons. Standard characters are comma (,) or semicolon (;) but other options are available (e.g. "and").

The output of the recognizing process will be reported in a table structured with the following field:

- **Position** of the author in the list;
- **Author** details (Role, Department, etc.);
- **Attributes**: it is possible to indicate the Corresponding Author;
- **Type** of the contribution of each author to the scientific product, according to Credit classification (for more information about Credit please, see <http://docs.casrai.org/CRedit>).



Presence of co-authors related to international research centres

STEP 4 - 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 (seleziona...)

Choose access option

Access policy: 3 Select...

Select the distribution licence

Tipologia di licenza: 4 Select...

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

LoginMIUR website transfer: 5 N/A

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 the full text of the scientific publications is required, in accordance with the University's Senate resolution n. 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 content from the edited version;
 - b. **POST-PRINT** document: it refers to the paper after the peer-review; thus, the uploaded file is expected to be equal in contents to the published version, although it has a different layout and formatting;
 - c. **PUBLISHER VERSION:** it is the final version of the article produced and printed by the publisher.
- 3- **ACCESS POLICY:** choose the rights to access the attached file among:
 - a. **Open access:** the file 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 will pass in "Open access" status;
 - c. **Closed access:** document available only to the author(s).
- 4- **DISTRIBUTION LICENCE:** the University Regulations for using the institutional archive provide a choice among these kinds of licences:
 - a. **Accesso libero (no vincoli):** free 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):** free open access publications are visible and easily quotable, yet they cannot be changed or used to derive other publications;

- c. **Pubblico 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).

Please check also the [book deals subscribed by the University](#) (see the tab “Politiche di autoarchiviazione”) and the terms relating to self-archiving policies in the Institutional repository, as they could grant better conditions for the open access.

SHERPA-ROMEO: Publisher copyright policies

NB: in case of publications with an ISSN, if the publisher is registered in 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



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.

DEPOSIT LICENCE

In order to save in ARCA an item in “Definitive” status, the agreement to the following licence is required:

By signing and submitting this licence, the Author grants to Ca' Foscari the free, non-exclusive and worldwide licence to distribute the metadata, to keep a digital copy of authorized/original version of the item in order to grant preservation and availability for internal evaluation procedures and to make the item available when the embargo ends.

NB: this licence refers only to metadata dissemination: attached files (full-text pdf) will maintain the access policy and the diffusion licence selected by the author in the uploading step.

DATA TRANSMISSION TO MINISTERIAL AND UNIVE WEBSITES

Items saved in “Definitive” status will be automatically sent to loginmiur personal ministerial profile and to unive web pages of all recognized authors (this includes ADIR online application for the evaluation of scientific production).

The automatic sending is scheduled one time a day, usually between 8pm and 23pm.

Where necessary (i.e. for ministerial deadlines) it is possible to **force the updating of the ministerial portal** using the appropriate function available in the Personal Desktop (*see above, page 3*).

The unive website updating cannot be forced: please always consider this in case of internal deadlines that require the revision of your list of scientific publications (i.e ADIR evaluation procedure).

APPENDIX: SELF-IDENTIFICATION ON AN ITEM

A user can add him/herself to 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 as such. You must confirm or reject the proposed matches:

My submissions 95 **Items to be validated** 13 Identification to be approved

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

Furthermore, you can bypass system notifications and independently manage the self-identification from the “Short” or “Full” form of every publication in “Definitive” status:

Trovalo See public version Contact owner **Identify**

Short form Full form

The author string will be shown: green names are related to already recognized authors (so these items are not available for the self-authenticating procedure). Grey items are not related to any internal author and thus can be selected for the self-authentication.

If your name has been omitted and is not listed in the author string, then you can ask for an integration: in this case please, choose **“Identification not found”** from the self-identification menu

String authors:

Please identify with below list names.

Identification not found

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