Aquatic Commons - Frequently Asked Questions (June 2011)

See also: [Aquatic Commons: the basics](#)

Registration and Passwords

[Who is eligible to submit to Aquatic Commons?](#)

[How do I register?](#)

[I have forgotten my password: what should I do?](#)

Submitting Metadata and Digital file

[How do I submit a paper/image/ etc?](#)

[Does Aquatic Commons accept metadata only?](#)

[What items are eligible for submission?](#)

[What type of file format do you require for submission?](#)

[How do I convert my file to PDF format?](#)

[Is there any quality control of AC deposits?](#)

[Do I really have to fill in all those metadata boxes?](#)

[I want to deposit several papers with similar metadata (e.g. several articles from the same journal/series). How can I copy metadata from one record to another one?](#)

[I want to create a new version of my Eprint](#)

[What is a DOI?](#)

[What do I need to do to establish an Issuing Agency?](#)

[Is there a maximum file size that I can upload to Aquatic Commons?](#)

[Who will check the copyright status of my item?](#)

[I have looked into the copyright for my article and the publisher wants me to display a certain notice: how do I do that?](#)

When submitting my EPrint I included a neatly-formatted list of references, but the one that appears on the final page of the submission form is a mess: is there anything I can do about this?

My list of authors (or title or abstract) has accents and/or other diacritical marks: can the system accommodate them?

My title (or abstract) contains Greek letters and other mathematical symbols: can I arrange for them to be displayed correctly?

My bandwidth is too low and I cannot submit metadata and upload the file online. How can I submit papers to AC?

Can I do batch upload of metadata and files?

After Submission: Citation, Browsing , Statistics

I submitted my paper ages ago: why can't I see it?

How do I obtain statistics for my deposits?

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I have just noticed a mistake on my EPrint's abstract page: how can I correct it?

I left out the abstract (or references or some other bit of information) when I submitted my EPrint, but now I would like to add them: how can I do that?

What should I do? I have found a mistake in my record and have a corrected PDF.

My paper has appeared and I would like to replace the preprint with an EPrint that includes the publication details and the published version of the PDF.

Aquatic Commons - Frequently Asked Questions

See also: Aquatic Commons: the basics

Registration and Passwords

Who is eligible to submit to the Aquatic Commons
Aquatic Commons is open to the entire marine science research community for self submittal. The digital items deposited will be reviewed by editors and the content of appropriate items will be added; non-appropriate items will be rejected and where appropriate email notification sent to the submitter. Should it become apparent that this open policy is being abused, it will be revised by the AC Board as necessary.
 Authors may submit their own work only for archiving and retain full copyright of their submissions.
The Editors will only vet submissions for relevance to the scope of the repository and the exclusion of spam.

How do I register?
 Before you are able to deposit items into Aquatic Commons it is necessary to register as a user. Follow the instructions in the QuickStart Guide

I have forgotten my password: what should I do?
On the Login screen click on reset to change your password.   If all else fails, email, AquaticCommons@gmail.com.

Submitting Metadata and Digital file

How do I submit a paper/image/etc?
To deposit you must first register with Aquatic Commons.
Login, then go to the Manage Deposits area and click on the link labelled New Item. The first page of a multi-page submission form will appear, asking you to choose an Item Type for your Deposit.
Continue to complete each screen and deposit your record including the digital pdf file. There is Help text attached to each metadata field .

Does Aquatic Commons accept metadata only?
Submittals to the repository must include the metadata **and** the digital object referenced.

What items are eligible for submission?
Files are most likely to include:

> (a) Research papers (pre- and postprints)
> (b) Conference and workshop papers , posters, powerpoints
> (c) Theses and dissertations
> (d) Unpublished reports, monographs, working papers, and technical reports
> (e) Books, chapters and sections
> (f) Images

What type of file format do you require for submission?

Submittals to the repository must include the metadata **and** the digital object referenced. Preferred file formats for the following digital objects are:

      (a) Text - pdf   (pdf/a if possible)
      (b) Powerpoint - pdf
      (c) Images - jpeg
      (d) Video - mpeg
      (e) Audio – wav
      (f) Dataset – excel (and others)

Aquatic Commons can accept a variety of formats, but we focus on standard formats for which most users will have viewers. For example not so many people have a Postscript reader on their desktop.

How do I convert my file to PDF format?
Follow the instructions in   Creating PDFs with your scanner and Adobe or Creating searchable PDFs from Microsoft applications.

Is there any quality control of AC deposits
The validity and authenticity of the content of submissions is the sole responsibility of the author. Each record submitted is reviewed by a repository editor to assure subject relevancy. Non-appropriate items will be rejected and where appropriate email notification sent to the depositer.

Do I really have to fill in all those metadata boxes?
The short answer is "No". The boxes that you are *required* to fill in are marked with red asterisks and there aren't all that many of them. On the other hand, you might wish to fill in some of the others as they will help provide better publicity for your work: the material in non-essential boxes (abstract, reference list, keywords and suchlike) will get scanned by the web-crawlers from, for example, Google Scholar or the ScientificCommons project and so filling them in will enhance the odds that someone Googling around your subject will find your papers.

I want to deposit several papers with similar metadata (e.g. several articles from the same journal/series). How can I copy metadata from one record to another one?
If your deposits are from a small circle of collaborators or from the same journal or series, it will eventually become easy to add a new piece of work to the repository.

- From your Manage Deposits (User Area), click **Live archive**.
- Locate the eprint you want to use as a template and click the **View Item** icon
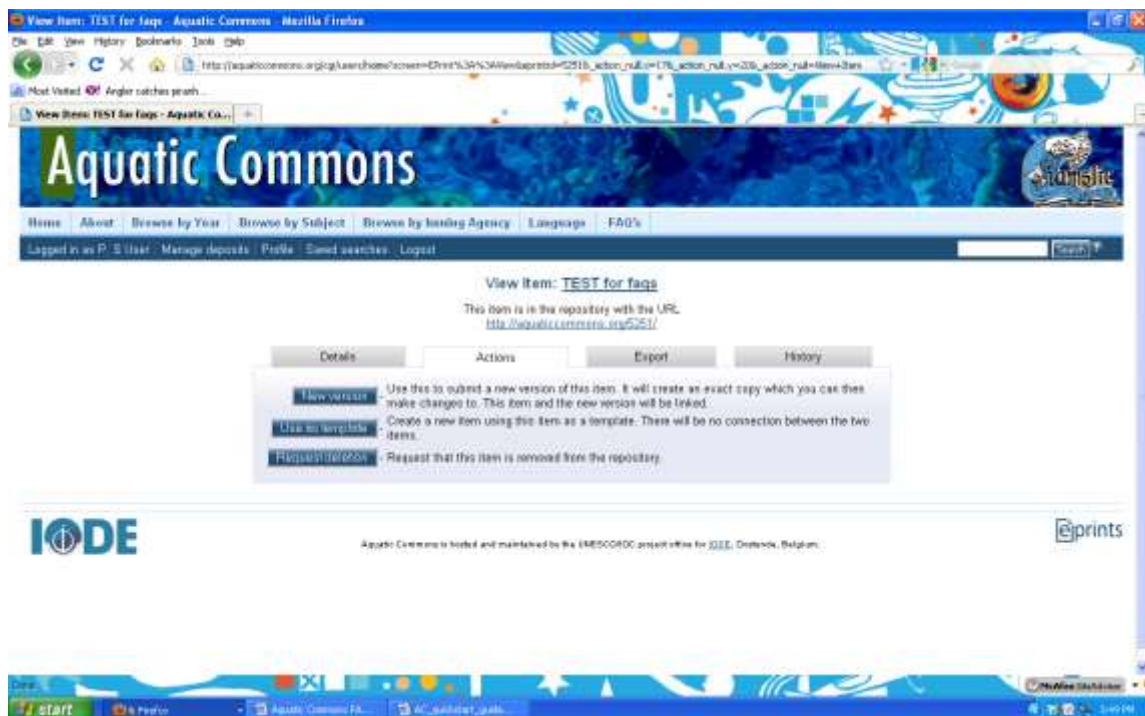- Click on the **Action** tab.

Select the **Use a Template** feature, so that a copy of the current eprint is placed in your User Area. When you click **Use as Template**, the eprint's record is automatically opened, with the current eprint's metadata selected. You can modify any of the metadata and text (the previous digital file is not included) which has been deposited. When you have finished, you deposit the eprint in the same way in which you deposit a new eprint. The eprint is placed in the Editorial Review Area, where an Editor can review the eprint and decide whether or not to approve or return the eprint to you for modification.
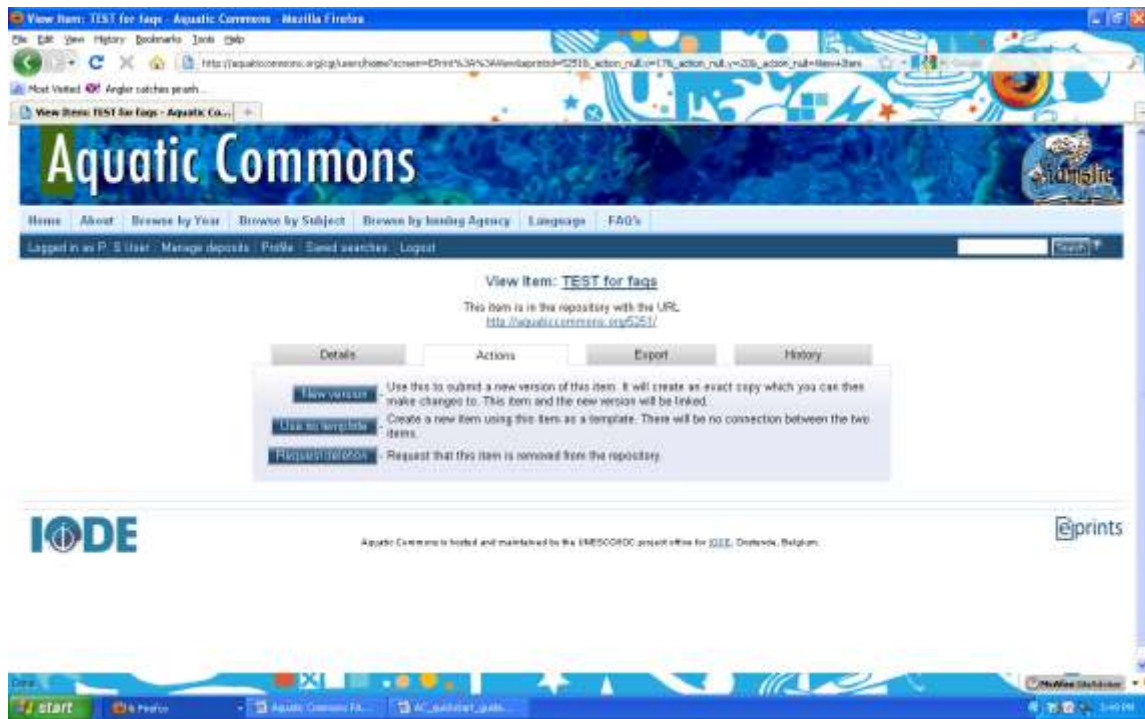
I want to create a new version of my EPrints

If the content of an eprint becomes out-of-date you need to submit an updated version. Unless your policy requires the removal of older eprints, when a new version of an eprint is deposited, a link is added to the old version, so that anyone who locates the old version is able to see that a newer version exists.

- From your Manage Deposits (User Area), click **Live archive**.
- Locate the eprint for which you want to create a new version and click the **View Item** icon
- Click on the **Action** tab.

Use the **New Version** feature, so that a copy of the current eprint is placed in your User Area: this copy contains all the attached documents. When you click **New Version**, the eprint's record is automatically opened, with the current eprint's metadata selected. You can modify any of the metadata, documents and text which had been deposited. When you have finished, you deposit the eprint in the same way in which you deposit a new eprint. The eprint is placed in the Editorial Review Area, where an Editor can review the eprint and decide whether or not to approve or return the eprint to you for modification.

What is a DOI?

It is a "Digital Object Identifier" and is intended to provide a permanent way to keep track of things (published papers, for example) on the web. The idea is that the DOI will remain the same even when the publisher changes the name of the journal or decides to reorganize its web site. You can read more about the DOI system at http://www.doi.org/.

## What do I need to do to establish for Issuing Agency

Entering an Issuing Agency in the Issuing Agency field establishes the accepted name form for an institution or organization. It is indexed automatically, and it allows users to create a dynamic search link on their own institutional website that will display all of their deposited institutional publications. It is extremely important that the name be entered exactly the same in each record created.

1. When Depositing metadata and the digital file, enter in the Issuing Agency field the organization name associated with the records. Be sure to check the Browse by Issuing Agency option to view name forms already being used in AC.

2. If you are entering records and digital files as an Agent for another organization, you will need to clarify the name format with that organization. Please have the appropriate contact fill out and sign the Permission to digitize and/or deposit electronic files to the Aquatic Commons Repository by an Agent. A copy of that form must be filed with the IAMSLIC archives at Woods Hole Oceanographic Institution.

Is there a maximum file size that I can upload to Aquatic Commons?

In theory you are only limited by Server disk size, but there is always 'ymmv' to consider. http://en.wiktionary.org/wiki/your_mileage_may_vary. One of the largest files in Aquatic Commons is 91Mb. The speed at which you can upload and download digital objects within Aquatic Commons is very dependent on your bandwith and internet provider maximums. Any file approaching or double figure Mbs is going to take longer to upload and download (you will probably be able to go and make your lunch whilst it is processing!). It is possible to upload a number of files to one record, so if your original file is large enough to cause possible problems, it might be advisable to split the file into easily viewable 'chunks'. Use the Description field on the Document upload to describe the contents of each 'chunk' – this will display in the record. eg. pp.1-100
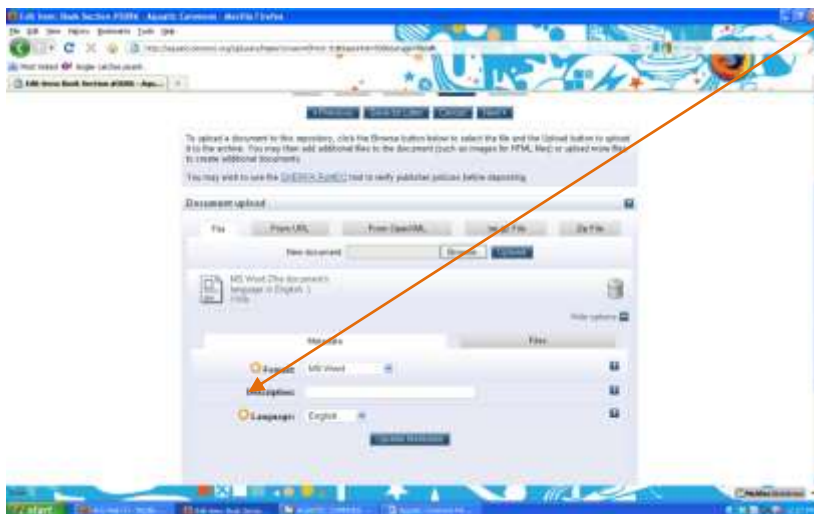
Who will check the copyright status of my item?
The depositor is entirely responsible for the copyright status – The declaration on the Deposit interface:
"I declare that I have the authority of the authors to make this agreement and I understand that IAMSLIC does not assume any responsibility for any content errors, or any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work). Clicking on the deposit button indicates your agreement to these terms".

I have looked into the copyright for my article and the publisher wants me to display a certain notice: how do I do that?
 Enter publisher required copyright information into the "Additional Information" field.

When submitting my EPrint I included a neatly-formatted list of references, but the one that appears on the final page of the submission form is a mess: is there anything I can do about this?
If you add a blank line between each of your references, the resulting list (visible during the submission process) will be cleaner in appearance.

My list of authors (or title or abstract) has accents and/or other diacritical marks: can the system accommodate them?
The EPrints software has been designed to work with most languages and uses the UTF8 character set, which includes all the accented characters appearing in European languages as well as other symbols. To get these special characters into your title, author list or abstract you will need to use an appropriate character set as you enter the metadata. (if you can manage to enter them into the submission form, all should be well thereafter).

My title (or abstract) contains Greek letters and other mathematical symbols: can I arrange for them to be displayed correctly?
It depends on which symbols you need. For Greek letters, see the answer to the previous question: it's mainly a matter of figuring out how to do the necessary typing.
Complicated mathematical typesetting is not supported at this time. If you feel very strongly about it, write to AquaticCommons@gmail.com.

My bandwidth is too low and I cannot submit metadata and upload the file online. How can I submit my papers to AC?
You will need to contact fi-library@fao.org to request a USB of Programme and instructions before being able to send records. See Creating Aquatic Commons Records on a Flash Drive

Can I do batch upload of metadata and files?
Our present procedure was prepared in 2008 – see AC Batch loading. Since then new plugins (for MARC21) and XML import from such databases as ASFA are being written.   We expect to implement new XML batch upload mechanisms in the near future, but in the meantime the 2008 instructions remain current.

After Submission: Citation, Browsing , Statistics

I submitted my paper ages ago: why can't I see it?

Aquatic Commons editors endeavour to review deposits within 48 hours (except over weekends!). Once you submit your EPrint it goes into a Review area and does not appear in the publicly-visible part of the repository until an editor accepts it. Even then, it may take as much as another hour before it appears in the Browser lists or can be found via the Search forms as various indexing programmes run only once per hour, some every 24 hours.   Records will first appear in *Latest Additions*.

If it really has been ages (minimum 48 hours or many days or weeks) you might want to email AquaticCommons@gmail.com.

How do I obtain statistics for my deposits?

There are two options.

1. At the bottom of each Record display for example http://aquaticcommons.org/977/, there is a Document Downloads heading with a live link 'More statistics for this item'. This takes you to a dashboard which provides pre-selected visualizations of the statistics for the item.

2.   For more options and actual aggregated numbers go to the Home page and scroll down to Usage Statistics (http://aquaticcommons.org/cgi/irstats.cgi.)   and click. Enter the eprint number id eg. 977 and select the date span (for a Total - choose, beginning January 2005 and end the current month and year). A choice of views of the data is available for you to select. For just the total number of downloads for the item, choose DownloadCountHTML.   Clicking on *Generate requested view*, will provide the statistics in the format requested.

Updates and Corrections

May I remove an item once it has been submitted?

Our Preservation Policy states: 1. Items will be retained indefinitely. 2. The repository will try to ensure continued readability and accessibility. 3. The repository regularly backs up its files according to current best practice. 4. Items may not normally be withdrawn from the repository. 5. Acceptable reasons for withdrawal include: (a) Proven copyright violation or plagiarism (b) Legal requirements and proven violations (c) National Security (d) Falsified research 6. Withdrawn items are not deleted per se, but are removed from public view. 7. Withdrawn items' identifiers/URLs, and metadata are retained indefinitely. 8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories. 9. Changes to deposited items are not permitted. 10. If necessary, an updated version may be deposited as a separate item. 11. In the event the Aquatic Commons Repository ceases operation, the database may be transferred to another appropriate archive.

Our *Deposit Statement* includes: ʻ*I understand that once the Work is deposited, a citation to the Work will always remain visible, although the author retains the right to update the Work. Removal of the item can be made after discussion with the Aquatic Commons repository administrator.*ʼ (in accordance with AC Preservation Policy)

I have just noticed a mistake on my EPrint's abstract page: how can I correct it?

You can't, at least not directly: once you submit an EPrint it passes out of your control. You could ask one of the [editors](#) : [Jean Collins](#), [Stephanie Haas](#); [Lisa Raymond](#), [Pauline Simpson](#) to make the changes for you, or to move the EPrint back into your [Manage deposits (work) area](#). It will then disappear from the publicly-visible part of the repository, and you can make any changes you might want, then submit it again.

I left out the abstract (or references or some other bit of information) when I submitted my EPrint, but now I would like to add them: how can I do that?

With the help of an editor: Jean Collins, Stephanie Haas; Lisa Raymond, Pauline Simpson. See also the answer to the previous question. Alternatively, you could use the **New Version** option but this is not preferred.   Take your time while working on your submissions, don't submit them straight away. Use the Save for Later button to exit the submission form and return later to edit your EPrint further. It will be available as part of a list of Undeposited Items in your Manage Deposits (work) area.

What should I do? I have found a mistake in my record and have a corrected PDF.

Contact one of the editors : Jean Collins, Stephanie Haas; Lisa Raymond, Pauline Simpson and request they return the record to your Manage Deposits (work) area for you to correct and resubmit. Alternatively you can use the **New Version** option but this is not preferred.

My paper has appeared and I would like to replace the preprint with an EPrint that includes the publication details and the published version of the PDF.

The AC policy prefers the original pre-print to remain and the final published version to be submitted as a New Item. Indicate the AC id for the pre-print in the Additional Information field of the new version, a link from the pre-print record to the new version will be added to the metadata.