IDIBELL Open Access Repository.

Online Submission Platform User Manual

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0. Introduction

IDIBELL's Open Access Repository submission system is an online platform that enables IDIBELL researchers and other research staff to self-archive their scientific outputs. It is linked to the **UB Digital Repository**, an open access platform and search interface that stores scientific outputs such as teaching materials, PhD thesis, open source software and scientific publications from the institution. The Repository provides free, immediate and permanent access to scholarly materials and research results for anyone to use, download and distribute.

Keep in mind that…

IDIBELL's OA Repository respects the embargo periods imposed by the publishers automatically: the article text will only be *unlocked* to the public once the stipulated time has elapsed. Therefore, we recommend that you submit your article to the repository as soon as it is published.

1. How to use it

Registration

Anyone with an IDIBELL email address (user@idibell.cat) can register and use the platform to send their production to the repository. Just access https://repository.idibell.cat/ and click "Register" at the top right to fill-in the registration form:

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Article submission form

Before submitting your article to the repository, please make sure you have the **post-print version** of your publication in **PDF format**. It is very important to deposit the correct version of the document in the repository, the post-print (reviewed version) is the last version you submitted, the one that was accepted after being reviewed by the referees.

Usual mistake: the post-print version is NOT the "author's copy" (this already includes the publication data) or a "version for non-commercial research and educational use". The post-print version has NEVER been edited by the publisher.

Log in and Click "Upload Article", then introduce the DOI, and the publication's information of your article will be automatically filled in. Please review the information and complete any missing sections. Once reviewed, you'll only have to attach the post-print PDF document and send the article.

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Once you have attached the document, your request will be sent to the UB Digital Repository, you will receive an email to confirm that your submission has been sent. The staff at the repository (CRAI office) will review the provided information and PDF file. If the attached file is not the correct version that can be published in open access, you will be notified and requested to provide the correct version, you will also receive an email once your paper is available in the repository.

Please note that, if the scientific output sent has already been published in UB Digital Repository, it will be rejected to avoid duplicates.

Important note

IDIBELL's Open Access Repository is only for **shareable documents**. That means, every document archived there will be publicly available, it cannot be used to store **any private documents or files**.

For any questions regarding Open Access, IDIBELL's repository or its online submission form, please contact the Knowledge Management Office at openaccess@idibell.cat.

2. Revision

Núm. REVISIÓ	DATA	DESCRIPCIÓ DE LA MODIFICACIÓ
01	13/01/2020	Creació