



e-UCJC Institutional Repository

Self-Archive Guide

How to Deposit a Document in e-UCJC

29/01/2019

CONTENTS

User Manual

Introduction

New user registration

How to deposit

USER MANUAL

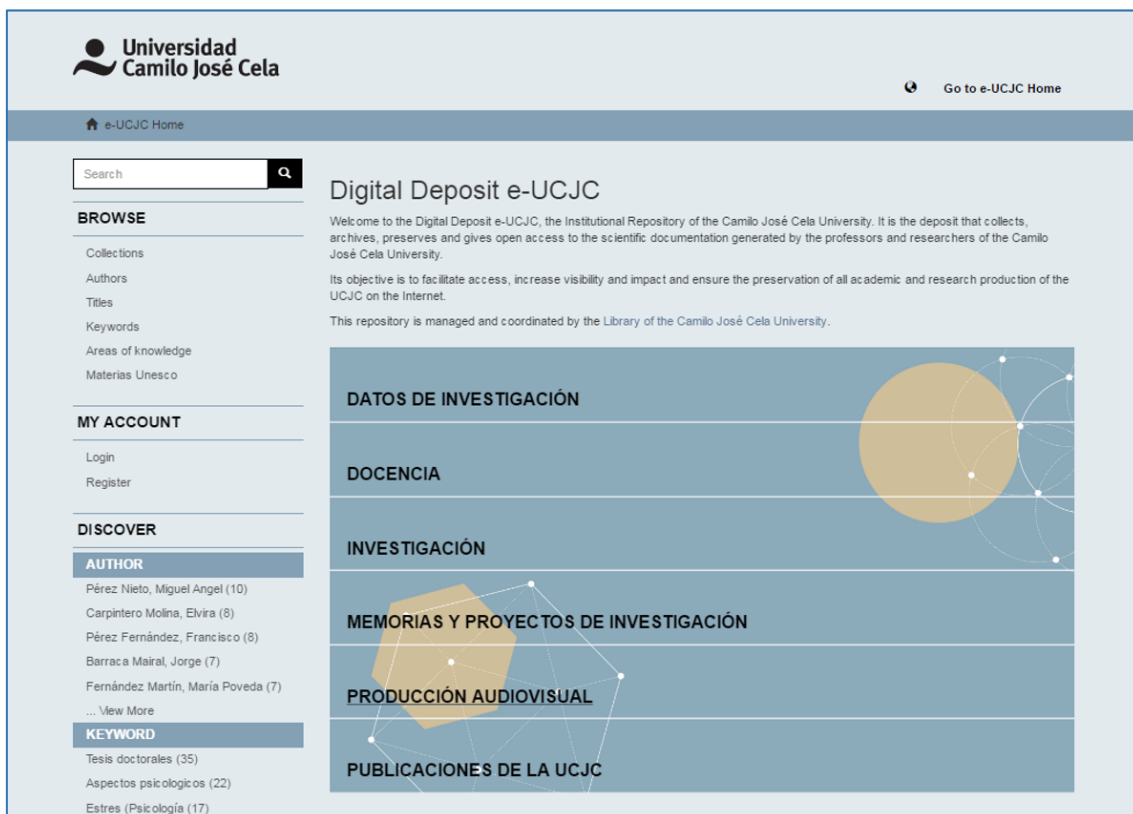
INTRODUCTION

The institutional repository of Camilo José Cela University (e-UCJC) is a digitalisation depository for documents derived from scientific and scholarly production. Its purpose is to archive, store, present and provide open-access dissemination of the intellectual production of the university community.

This guide describes the steps necessary to deposit documents.

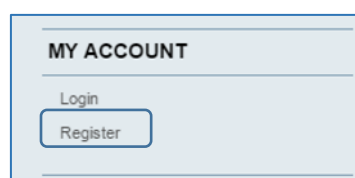
New User Registration

Go to: <https://repositorio.ucjc.edu>

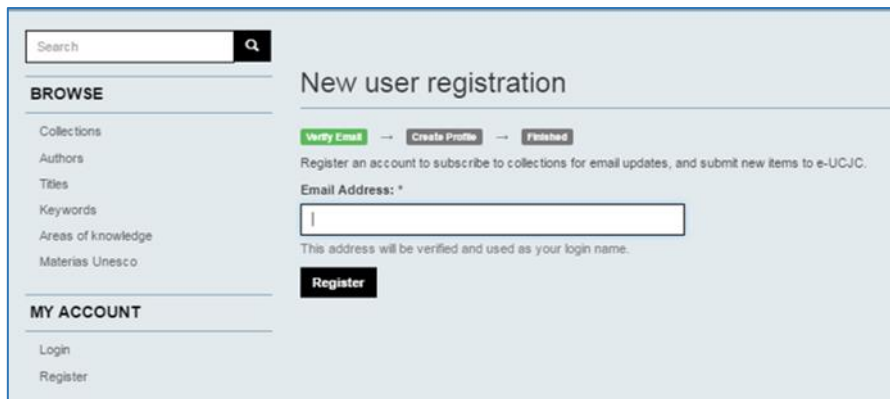


The screenshot shows the homepage of the Digital Deposit e-UCJC. At the top left is the Universidad Camilo José Cela logo. To the right is a "Go to e-UCJC Home" link. Below the logo is a search bar and a navigation menu with sections: BROWSE (Collections, Authors, Titles, Keywords, Areas of knowledge, Materias Unesco), MY ACCOUNT (Login, Register), DISCOVER (AUTHOR: Pérez Nieto, Miguel Angel (10), Carpintero Molina, Elvira (8), Pérez Fernández, Francisco (8), Barraca Mairal, Jorge (7), Fernández Martín, María Poveda (7), ... View More; KEYWORD: Tesis doctorales (35), Aspectos psicologicos (22), Estrés (Psicología) (17)). The main content area is titled "Digital Deposit e-UCJC" and includes a welcome message, its objective, and management information. Below this is a vertical list of categories: DATOS DE INVESTIGACIÓN, DOCENCIA, INVESTIGACIÓN, MEMORIAS Y PROYECTOS DE INVESTIGACIÓN, PRODUCCIÓN AUDIOVISUAL, and PUBLICACIONES DE LA UCJC. A decorative graphic of a globe is visible on the right side of the categories list.

Click on “Registro” [Register] in the menu on the left

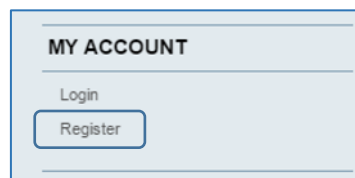


A screen will open to enter the data requested (use a corporate e-mail account):

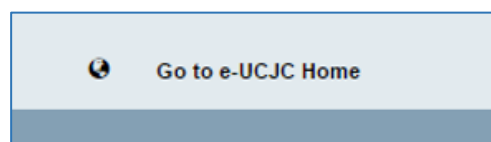


When you have registered, you may enter in either of two ways:

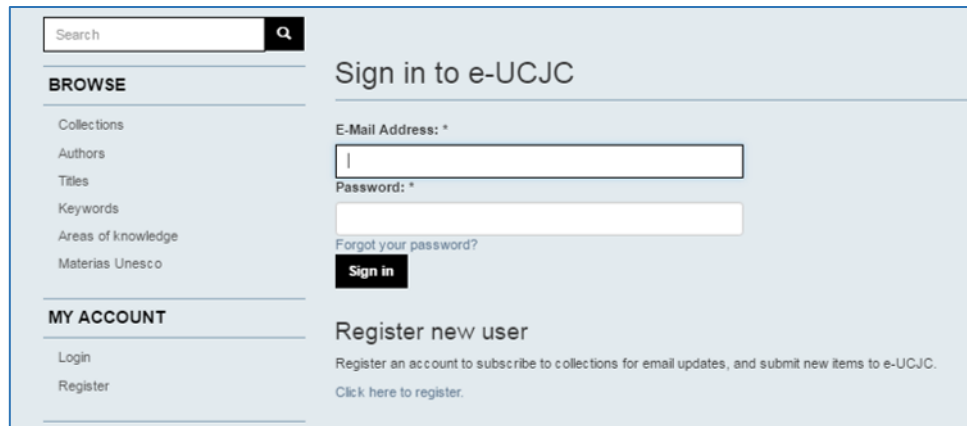
1. On the menu on the left, in the section “MI CUENTA” [MY ACCOUNT]



2. In the top right-hand corner clicking on “Mi e-UCJC” [My e-UCJC]

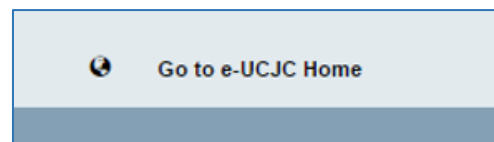


Once you have clicked on either of the two ways to enter, the identification window will open. Enter your complete e-mail address, for example, *ejemplo@ucjc.edu*.

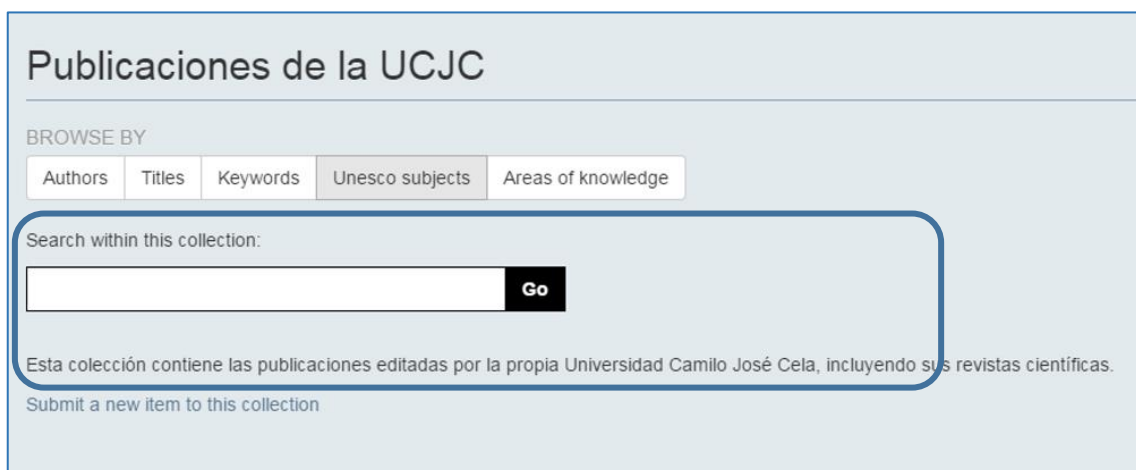


How to deposit

Once you have entered your profile, in the upper right-hand corner, where *Mi e-UCJC* [My e-UCJC] was before, the user name now appears, and your name will be shown. You can see that the main page has not changed.



On this first page, you can search for information related to the type of collection where you want to upload the documents. You can also search for documents which may be of interest. For example: click on the *PUBLICACIONES* [PUBLICATIONS] collection.



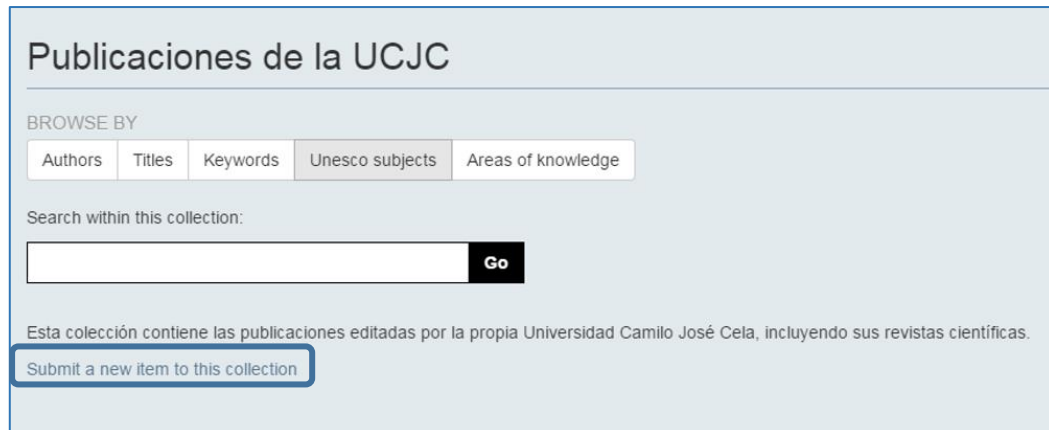
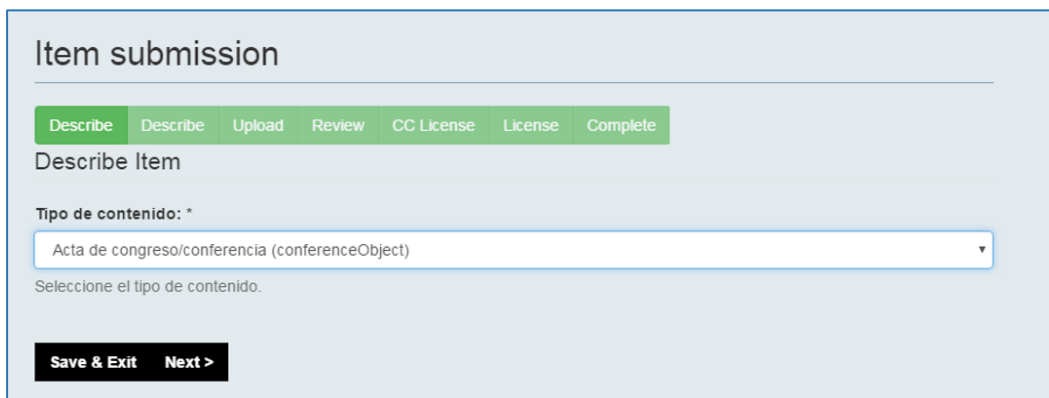
It gives a description of the type of collection and also a search window for querying any other user's document. The information shown here is the same no matter what collection you click on.

Uploading documents

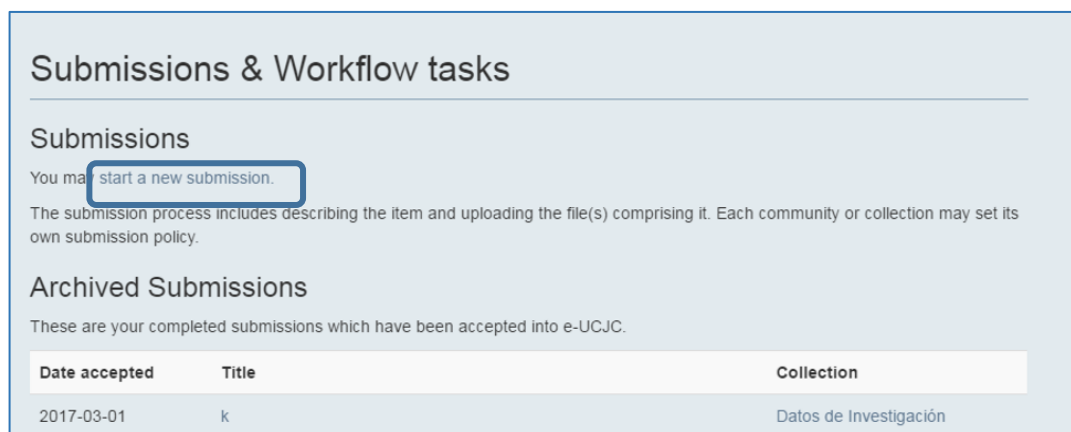
Step 1: Describe

There are two ways to start uploading a document:

1. Right on the information page for each collection, click on “*Enviar un ítem a esta colección*” [“*Upload an item to this collection*”], and a window will open for you to select the type of document.

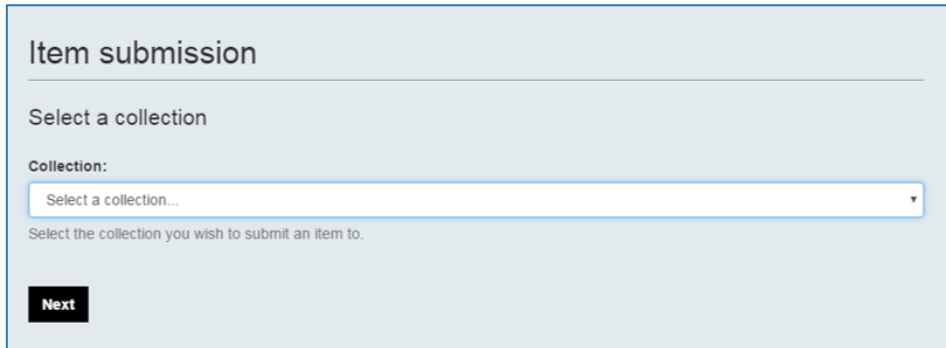
2. From the menu on the left in “MI CUENTA” [MY ACCOUNT], “Envíos” [Uploads] a page will open where you can fill in the information on recent uploads and any that are pending. Click on “comenzar un nuevo envío” [start a new upload].



Date accepted	Title	Collection
2017-03-01	k	Datos de Investigación

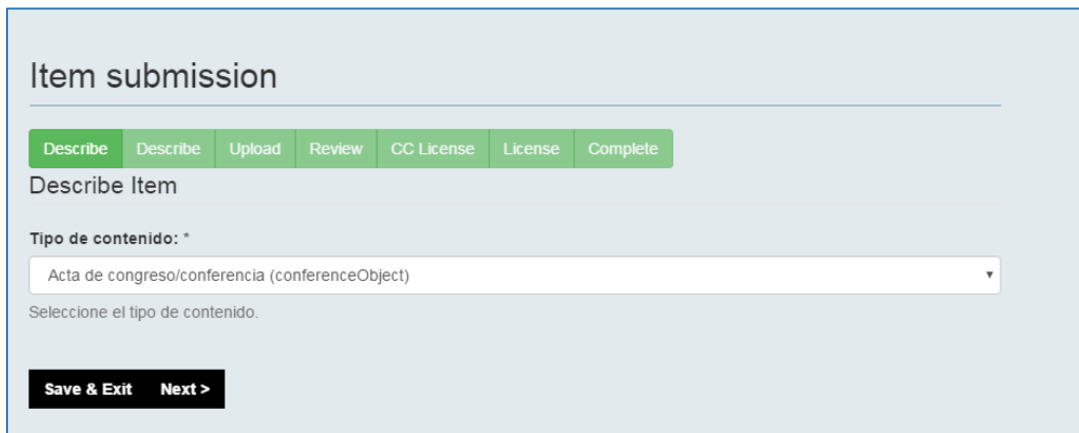
Then you select the collection where you want to upload the document.

This possibility requires you to select the collection, but not the same way as before (1), because now you are already in the desired collection.



The screenshot shows a light blue form titled "Item submission". Below the title is a horizontal line. Underneath, the text "Select a collection" is displayed. A label "Collection:" is followed by a white dropdown menu with the text "Select a collection..." and a small downward arrow. Below the dropdown, the instruction "Select the collection you wish to submit an item to." is written. At the bottom left of the form is a black button with the word "Next" in white.

Once you have selected the collection, selection of the type of document appears.



The screenshot shows the same "Item submission" form. At the top, a horizontal line is followed by a row of seven green buttons: "Describe", "Describe", "Upload", "Review", "CC License", "License", and "Complete". Below this row, the text "Describe Item" is displayed. A label "Tipo de contenido: *" is followed by a white dropdown menu showing the selected option "Acta de congreso/conferencia (conferenceObject)" and a downward arrow. Below the dropdown, the instruction "Seleccione el tipo de contenido." is written. At the bottom left, there are two black buttons: "Save & Exit" and "Next >".

When you have selected the type of collection and document, click on “siguiente” [next]

This is where you fill in the compulsory fields and any you think are necessary.

Item submission

Describe Describe Upload Review CC License License Complete

Describe Item

Autor(es): *

Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*

Introduzca el nombre del autor(es).

Título: *

Introduzca el título principal.

Datos del congreso: *

Introduzca el nombre y número del congreso, fecha y lugar de celebración.

Fecha de publicación: *

Year Month Day

Introduzca la fecha de publicación. Puede no introducir el día y/o el mes si no son aplicables.

Editorial:

Introduzca la editorial.

Referencia bibliográfica:

Introduzca la referencia bibliográfica de este ítem.

On this page you can choose whether the document has an embargo. The date when the embargo ends is selected in the next screen (Step 2: Upload).

Note: to upload the video file in the field "external links" we must copy and paste the link from where the video is displayed, for example, the link to the YouTube channel. This way we avoid having to upload the file and we can play it in streaming.

Step 2: Upload

On this page you can select the date when the embargo ends. **If you do not select the date, even if you chose embargo in the last step, the document will remain open to the public.**

Item submission

Describe Describe Upload Review CC License License Complete

Upload File(s)

File: *

Ningún archivo seleccionado

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo until specific date:

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:

The reason for the embargo, typically for internal use only. Optional.

Once the document has been loaded and the fields required and those you consider necessary have been filled in, click on *siguiente [next]*.

Step 3: Review

This page shows a summary of the data related to the document that is to be uploaded and provides an opportunity to make any changes in the previous fields.

Item submission

Describe Describe Upload **Review** CC License License Complete

Review Submission

Describe Item

Tipo de contenido: Acta de congreso/conferencia (conferenceObject)

Correct one of these

Describe Item

Autor(es): Example, Example

Investigador(es): Example, Example

Título: Example

Datos del congreso: Example

Fecha de publicación: 2017-04-04

Idioma: Inglés

Áreas de conocimiento: Arquitectura

Resumen: Example

Derechos de acceso: Abierto

Correct one of these

Upload File(s)

201705160943.pdf - Adobe PDF (Known)

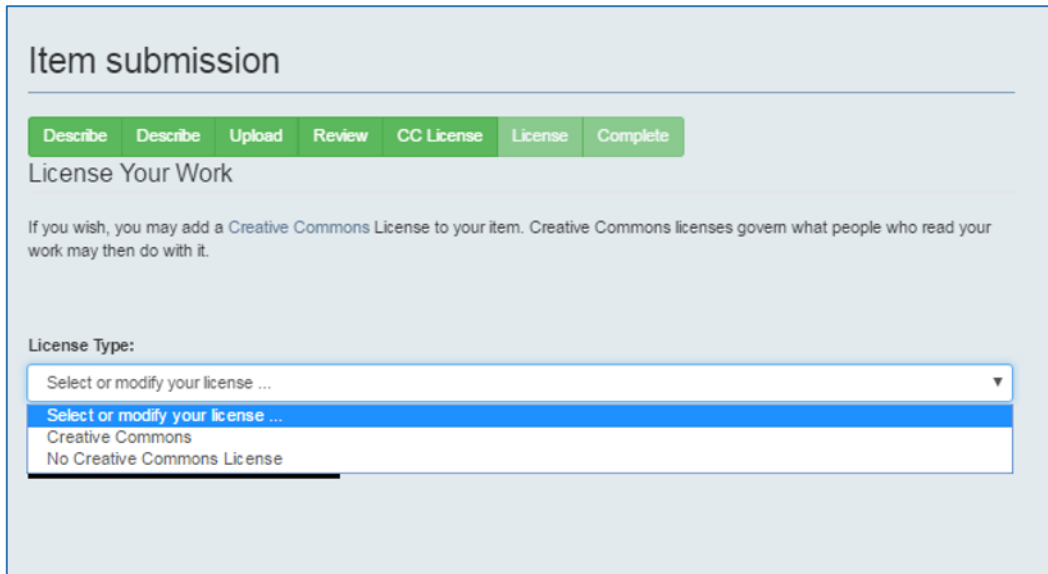
Correct one of these

< Previous Save & Exit Next >

If everything is right, click on *siguiente [next]*.

Step 4: CC (Creative Commons) Licence

In the fold-down menu, choose the type of licence you want to assign to the document as information to users who make use of it, that is, any restrictions on third-party use.



Item submission

Describe Describe Upload Review **CC License** License Complete

License Your Work

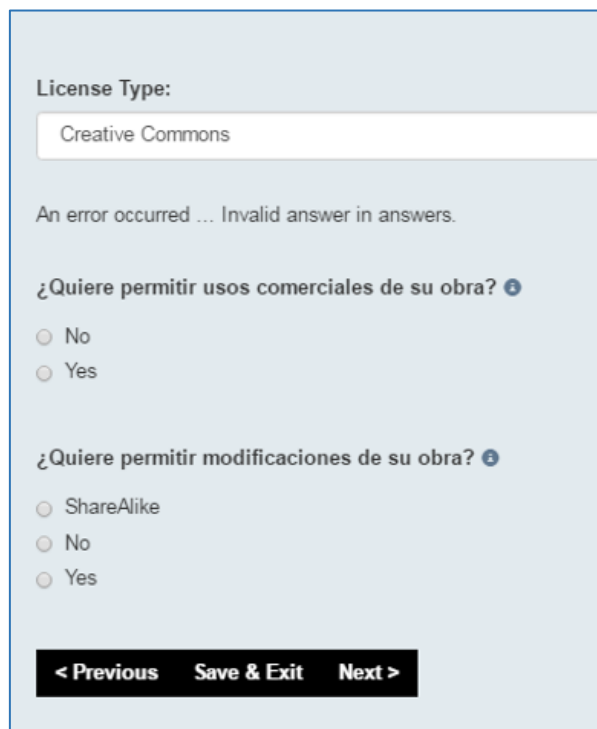
If you wish, you may add a [Creative Commons License](#) to your item. Creative Commons licenses govern what people who read your work may then do with it.

License Type:

Select or modify your license ...

- Select or modify your license ...
- Creative Commons
- No Creative Commons License

If you select assign CC Licence (recommended), in a matter of seconds, a series of permissions for use by third-party use will be enabled:



License Type:

Creative Commons

An error occurred ... Invalid answer in answers.

¿Quiere permitir usos comerciales de su obra? ⓘ

No

Yes

¿Quiere permitir modificaciones de su obra? ⓘ

ShareAlike

No

Yes

< Previous Save & Exit Next >

When you have selected the permissions you want, click on *siguiente* [next].

If you do not assign a CC licence and you click on *siguiente [next]*, you go on to Step 5. Licence.

What repercussions does it have if you do not select a CC licence?

The CC Licence selected from those permitted by Creative Commons is shown on the items deposited so the potential user knows the conditions of use and reuse of contents which must be respected. If no selection is made, since the assignment of a CC Licence is optional, no CC Licence or the CC logo will be on the item.

For more information regarding the Licence see [Creative Commons](#).

Step 5: Licence

The last step is showing the e-UCJC repository user licence. Click on *aceptar [accept]* and *completar envío [complete upload]*. Acceptance of this licence is compulsory to publish the document in the e-UCJC.

Item submission

Describe
Describe
Upload
Review
CC License
License
Complete

Deposit License

There is one last step: In order for e-UCJC to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard deposit license by selecting 'I Grant the License'; and then click 'Complete Submission'.

NON-EXCLUSIVE DEPOSIT LICENSE

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If you have questions regarding this license please contact the system administrators.

Deposit license:

I Grant the License

Paso 6: Completar

When the depository licence has been accepted, it confirms that the document has been uploaded correctly.

Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

Go to the [Submissions page](#)

Submit another item

- For further information see repositorio@ucjc.edu