

AquaDocs Guide for Depositors

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Introduction

AquaDocs is the joint open access repository of the [UNESCO/IOC International Oceanographic Data and Information Exchange \(IODE\)](#) and the [International Association of Aquatic and Marine Science Libraries and Information Centers \(IAMSLIC\)](#) with support from the [FAO Aquatic Sciences and Fisheries Abstracts](#). It is a thematic repository covering the natural marine, estuarine/brackish and fresh water environments and includes all aspects of the science, technology, management and conservation of these environments, their organisms and resources, and the economic, sociological and legal aspects.

Registration

AquaDocs may be searched by anyone, but before you can deposit into AquaDocs you must first Register. Go to <https://aquadocs.org/> and click on **Register** on the left-hand side bar of the Home Screen. If you do not receive a registration acknowledgement from AquaDocs within two days, contact support@aquadocs.org

The screenshot shows the AquaDocs homepage. At the top right, there are links for "English" and "Login". The main navigation bar includes "Home". On the left, there is a "Browse" menu with options: "All of AquaDocs", "Communities", "Publication Date", "Authors", "Titles", and "Subjects". Below this is a "My Account" section with "Login" and "Register" options; the "Register" option is circled in red. A search bar is located at the top right of the main content area. The main content area features a "Welcome to AQUADOCs!" message with logos for IODE (International Oceanographic Data and Information Exchange), IAMS LIC, and ASFA. Below the welcome message, there is a paragraph describing AquaDocs as a joint open access repository of UNESCO/IOC International Oceanographic Data and Information Exchange (IODE) and the International Marine and Aquatic Sciences Libraries and Information Centers (IAMS LIC) with support from the FAO Aquatic Sciences and Fisheries Abstracts. It also includes instructions for "Previous OceanDocs Registered Users" and "Previous Aquatic Commons Registered Users".

The screenshot shows the "New user registration" page. The breadcrumb trail at the top reads "Home / New user registration". The left sidebar is identical to the homepage, but the "Register" option in the "My Account" section is highlighted with a blue arrow pointing to the registration form. The registration form includes a search bar, a progress indicator with three steps: "Verify Email" (highlighted in green), "Create Profile", and "Finished". Below the progress indicator, there is a text prompt: "Register an account to subscribe to collections for email updates, and submit new items to AquaDocs." The form has a field for "Email Address: *" with a text input box. Below the input box, there is a note: "This address will be verified and used as your login name." and a "Register" button.

After you register for an account, complete your full profile, and then contact support@aquadocs.org with the Communities and Collections in which you wish to make deposits. **You will not be able to deposit an item until you have been allocated to a Collection.** Note: new Communities and Collections can be added, and partial prefilled input forms can be completed for series.

Once you have received confirmation of your registration and know which Communities/Collections you are permitted to deposit in, return to AquaDocs and click on [Login](#).

The screenshot shows the AquaDocs homepage. At the top right, there is a language dropdown menu with 'English' selected and a 'Login' button circled in blue. Below the header is a blue navigation bar with a 'Home' icon. On the left, there is a 'Browse' menu with options: 'All of AquaDocs', 'Communities', 'Publication Date', 'Authors', 'Titles', 'Subjects', and 'My Account'. The 'My Account' section has 'Login' and 'Register' links, with 'Login' circled in blue. A search bar is located at the top right of the main content area. The main content area features a 'Welcome to AQUADOCS!' message, logos for IODE (International Oceanographic Data and Information Exchange), IAMS LIC (International Marine and Aquatic Sciences Libraries and Information Centers), and ASFA (FAO Aquatic Sciences and Fisheries Abstracts). Below the logos, there is a paragraph of text describing AquaDocs as a joint open access repository of UNESCO/IOC IODE and IAMS LIC, with support from FAO ASFA. It mentions that the repository covers natural marine, estuarine, brackish, and fresh water environments and includes aspects of science, technology, management, and conservation. There are also two lines of text for 'Previous OceanDocs Registered Users' and 'Previous Aquatic Commons Registered Users'.

If you have forgotten your password, click on [Forgot your password](#).

The screenshot shows the AquaDocs sign-in page. At the top, there is a blue navigation bar with 'Home / Sign in'. Below the header is a blue navigation bar with a 'Home' icon. On the left, there is a 'Browse' menu with options: 'All of AquaDocs', 'Communities', 'Publication Date', 'Authors', 'Titles', 'Subjects', and 'My Account'. The 'My Account' section has 'Login' and 'Register' links, with 'Login' circled in blue. A search bar is located at the top right of the main content area. The main content area features a 'Sign in to AquaDocs' heading. Below the heading, there are two input fields: 'E-Mail Address: *' and 'Password: *'. Below the password field, there is a link for 'Forgot your password?' and a 'Sign in' button. A blue arrow points from the 'My Account' menu to the 'Forgot your password?' link.

Item Submission

To begin depositing, click on [Submissions](#).

Home

Browse

All of AquaDocs

- Communities
- Publication Date
- Authors
- Titles
- Subjects

My Account

- Logout
- Profile
- Submissions

Search

Welcome to AQUADOCS!

AquaDocs is the joint open access repository of the **UNESCO/IOC International Oceanographic Data and Information Exchange (IODE)** and the **International Marine and Aquatic Sciences Libraries and Information Centers (IAMS LIC)** with support from the **FAO Aquatic Sciences and Fisheries Abstracts**. It is a thematic repository covering the natural marine, estuarine / brackish and fresh water environments and includes all aspects of the science, technology, management and conservation of these environments, their organisms and resources, and the economic, sociological and legal aspects. [see [About](#)]

Previous OceanDocs Registered Users: please set a new password on first login to AquaDocs, using the 'forgot password' option on the login page.

Previous Aquatic Commons Registered Users: please Register on AquaDocs

Then click on 'You may **start a new Submission**'. On this screen you will also see any earlier submissions either deposited or still in your own workspace.

Home / Submissions

Browse

All of AquaDocs

- Communities
- Publication Date
- Authors
- Titles
- Subjects

Search

Submissions & Workflow tasks

Submissions

You may **start a new submission**.

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Select a **Collection** in the dropdown box, and then click **Next**.

Note: you will only be presented with Collections that you have been registered to make submissions to. If your Collection/s do not display in the dropdown box contact support@aquadocs.org

Home / Item submission

Browse

All of AquaDocs

- Communities
- Publication Date
- Authors
- Titles
- Subjects

My Account

- Logout

Search

Item submission

Select a collection

Collection:

Select a collection...

Select the collection you wish to submit an item to.

Next

This will open up a series of screens where you can enter the metadata (descriptive information) about the item you wish to deposit.

Describe Screen 1

You must select a **Document Type** in the first dropdown box. This selection defines the metadata fields you will be presented with to complete. Mandatory fields (Author, Year of Publication, Title) are indicated with an asterisk * and **must** be completed.

Select the **Language** of the full text deposit in the second dropdown box. If the language does not appear in the list please select 'Other'. If the content does not really have a language (for example, if it is an image or dataset), select 'N/A'.

Click **Next** to continue.

At any stage you can leave the submission process by clicking **Save & Exit** and the record will be saved in your workspace to work on later (to access your workspace, click on Submissions).

You can also navigate between screens at any point during input by clicking on the **green boxes**.

Item submission

Describe Describe Describe Upload CC License Review License Complete

Describe Item

Document Type: *

Book/Monograph/Conference Proceedings

Select the document type of the item

Language:

English

Select the language of the full text deposit. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is software, a dataset or an image) please select 'N/A'.

Save & Exit Next >

Describe Screen 2

Enter information about your deposit in each of the applicable fields.

Complete all **mandatory** fields (Authors, Year of Publication, Title) marked with an asterisk *.

Help text is provided in small font under each field.

Click **Add** for repeatable fields (for example, multiple authors, identifiers, keywords). Note when you do this that the metadata is displayed underneath the field.

Describe Describe Describe Upload CC License Review License Complete

Describe Item

Authors: * ← **Mandatory field**

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

Enter the names of the authors of this item in the format they appear in the publication. Use "Lookup", for finding and adding authors with their ORCID. ← **Help text**

Simpson, Pauline ⚙️

Editor(s):

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

Enter the names of the Editors of this item in the format they appear in the publication. Use "Lookup", for finding and adding authors with their ORCID.

Authors/Editors

As a rule, you should enter the author/editor names as they are presented in the publication.

Enter the author/editor surname in **Last Name** field then click **Lookup**. You will be presented with a list of authors/editors with last names like the one you have entered. Select the name you wish to use, and click **Add this result**. The Lookup function is linked to the ORCID database and will insert the author ORCID ID if one is available.

If the author you wish to add is not displayed in Lookup, then add the name manually in the appropriate fields.

Authors: *

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

Enter the names of the authors of this item in the format they appear in the publication. Use "Lookup", for finding and adding authors with their ORCID.

Lookup ✕

Search:

Name	
Simpson, Pauline	<ul style="list-style-type: none"> last name: Simpson first name: Pauline authority key: 07f3a88da9dd691921ce408a9b44ac95
Simpson, P.	
Simpson, Pauline	

Items in this repository: [view items](#)

Showing 3 results.

Describe Screen 3

To increase discovery of your deposit you are strongly advised to complete the [Abstract](#), [Subject: ASFA](#), [Subject: Uncontrolled Keywords](#) and [Geographical Terms](#) metadata fields in both English and the original language of the publication (if appropriate).

Describe Describe Describe Upload CC License Review License Complete

Describe Item

Abstract:

Whatever abstract language (original language or other) you wish to see displayed in search results, enter that into the box and click Add. Any alternate language abstract. should be copied into the new blank box and click Add. Note - providing an English abstract will increase search retrieval.

Subject : ASFA:

Click the 'Subject Categories' link below to select appropriate ASFA keywords or phrases. Do just wait until the a-z comes up, it can take a minute.

[Subject Categories](#)

Subject: Uncontrolled keywords:

Enter any other free text subject keywords, terms and phrases not entered under ASFA or Geographical Terms. Add terms individually and click Add.

fisheries

Geographical Terms:

Enter geographical coverage keywords, terms and phrases. Add terms individually and click Add.

Abstract/s

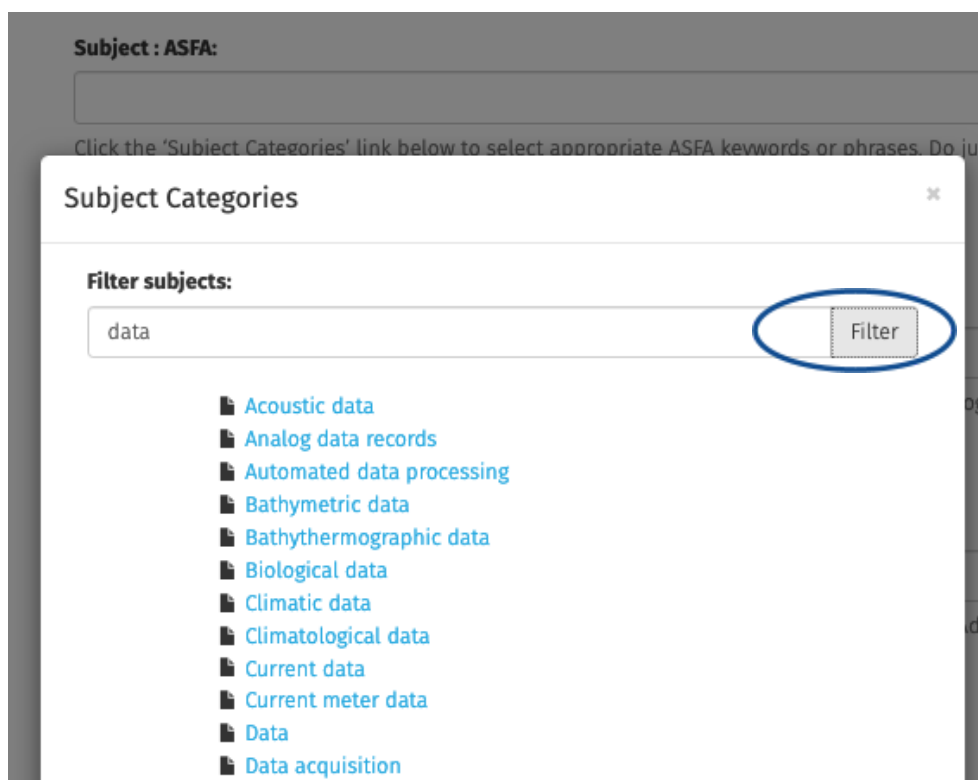
Enter both the English and original language (if applicable). Copy the first abstract into the box and click **Add**; it will appear below the box. Then copy the second abstract into the box and click **Add**. Sometimes the copied text is not well aligned but after clicking **Add** it will display as normal blocked text.

Subject: ASFA

The ASFA vocabulary has been loaded into AquaDocs to permit the selection of terms.

Click [Subject Categories](#). It is a large file and takes a minute or so to load. Once the A-Z list appears, enter the term/phrase you want to search for, and click **Filter**. Select one term from the list to add it to the record. To add more terms, click [Subject Categories](#) again.

As an alternative, enter ASFA terms directly into the [Subject:ASFA](#) field; enter each term individually and click **Add**.



Subject: Uncontrolled keywords

Use for **non-ASFA** terms or Organization Names (any term that you feel will enhance retrieval of the record). Enter each term or phrase individually and click Add.

Geographical Terms

Use to describe the location of deposit. For naming conventions, consult the [Getty Thesaurus of Geographic Names](#). Enter each term or phrase individually and click Add.

Upload File(s) Screen

Every record in the repository **must** have a full text file uploaded.

Click on **Browse** to find the file on your computer (unfortunately you cannot upload directly from a URL), then click on **Upload file & add another**. If you have more than one file, click on **Browse** again and upload the next file, etc.

Use the **File Description** box to indicate differences between the files (e.g. publication vs. dataset).

Use the **Embargo** feature for deposits that cannot be publicly accessible immediately.

Note thumbnails are generated by the system and can only be generated from uploaded pdf or jpeg content files.

Describe Describe Describe Upload CC License Review License Complete

Upload File(s)

File:*

No file selected.

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.

After upload, you can provide additional file information by clicking [Edit](#), or click on [Next](#) to continue.

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> Getting_Started_OceanDocs_Depositor_Guidelines_2016.pdf	1149197 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:9f926d9f2039749bdc2792401f2916a3					
<input type="button" value="Remove selected files"/>					
<input type="button" value=" < Previous"/> <input type="button" value=" Save & Exit"/> <input type="button" value=" Next >"/>					

Creative Commons License Screen

[Creative Commons](#) (CC) licenses govern what people can do with the work. You can select a CC License if the work indicates that it is licensed under Creative Commons. If there is no CC License, then select [No Creative Commons License](#).

Review Submission Screen

You are given the opportunity to review and correct any metadata.

Click [Correct one of these](#) to edit the metadata within that section.

Describe Describe Describe Upload CC License Review License Complete

Review Submission

Describe Item

Document Type: Book/Monograph/Conference Proceedings

Language: English

Correct one of these

Deposit Agreement

The final step is to click on the **I Acknowledge this Agreement** check box, and **Complete Submission**.

In doing this you confirm that what is submitted is not in copyright violation, that non-exclusive rights are given to the AquaDocs Repository for online distribution, and that necessary format changes can be made for preservation of the digital package.

Describe Describe Describe Upload CC License Review License Complete

Distribution License

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

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

AQUADOCS DEPOSIT AGREEMENT

In self-archiving this collection of files and associated bibliographic metadata (Work) whether personally or through an assistant or other agent, you grant AquaDocs the right to store them and to make them permanently available publicly for free on-line. Rights granted to AquaDocs through this agreement are entirely non-exclusive. You are free to publish the Work in its present version or future versions elsewhere. You agree that AquaDocs may, without changing content of the repository copy, translate the Work to any medium or format for the purpose of back-up, preservation or discovery. You 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 only by discussion with the AquaDocs Project Manager. You declare that you have the right to make this agreement by authority of the author or as an agent of the author's organization and you understand that IODE/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 or specify document use permissions within their work e.g. Creative Commons).

Clicking - I acknowledge this agreement - indicates your acceptance to these terms.

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

Distribution license:

I acknowledge this agreement

< Previous Save & Exit **Complete submission**

Congratulations! You can now **Submit another item** or Logout.

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

An email will be sent to the Editor of your Collection, who will review the record, and either approve or reject it with notification to you for the reason – the record will appear back in your Workspace.

As soon as your item is approved by one of the editors, it will be moved into the active repository and you will be notified by email. We aim for a maximum 1 week turn-around time. Contact support@aquadocs.org if you do not receive any notification concerning your deposit within 10 days.

Contact Us

Any correspondence concerning AquaDocs should be sent to support@aquadocs.org

Some Common Problems from Depositors

Metadata fields have help text under the field indicating how the metadata should be input – the input format should be followed.

Problem	Solution
Authors - Incomplete list of authors or in wrong order	<i>Enter all authors in correct order</i>
Title all in capital letters	<i>Use upper and lower case.</i>
Title not finished with a full stop/period.	<i>Enter the full stop/period</i>
Pages entered without pp. or just p.	<i>Enter e.g. 53pp.</i>
Page range entered without pp. in front	<i>Enter pp. e.g. pp.9-13</i>
Missing data e.g. publication date, pagination, place of publication, publisher etc.	<i>Examine file for missing metadata OR Try to obtain more metadata information from the internet</i>
Editor and Personal author fields completed for creator	<i>If both appear check file and in preference use Personal Author/s and delete Editors</i>
Organization entered as corporate author when it is only the author's affiliate organization	<i>Delete the organization from the Corporate author field.</i>

Full text file (pdf preferred) not uploaded	<i>No record will be accepted without a full text file uploaded</i>
Uploaded PDF file unable to be opened or bad quality	<i>Record will be returned to depositor</i>
DOI initials entered into the metadata field e.g. doi: 1xxxx.	<i>Enter only the number in the DOI field</i>
Format of journal title, publisher, punctuation at variance with previous input	<i>Endeavour to maintain uniformity of format for items from the same publication or series</i>
Abbreviated Journal title entered	<i>Enter the full journal title</i>
Subject/Uncontrolled Keyword terms entered as a string	<i>Enter each term or phrase individually and click Add after each one</i>

[end]