AquaDocs Guide for Depositors

version 1, July 22, 2021

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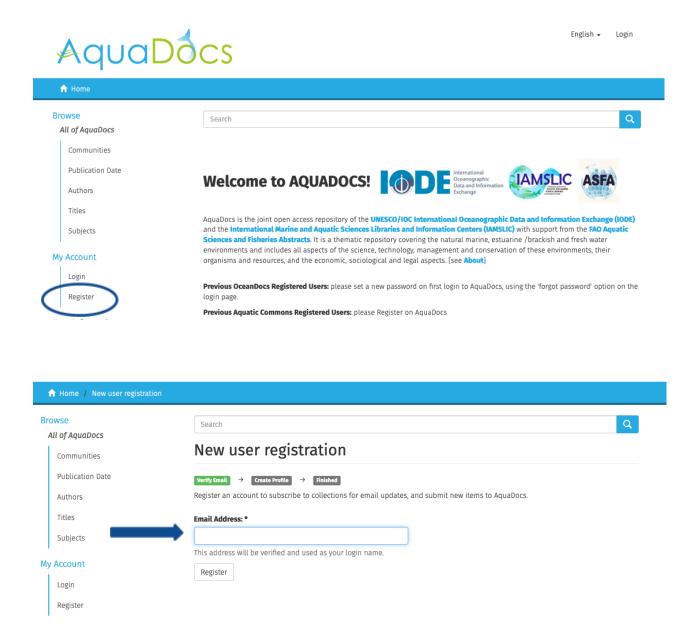
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Introduction

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.
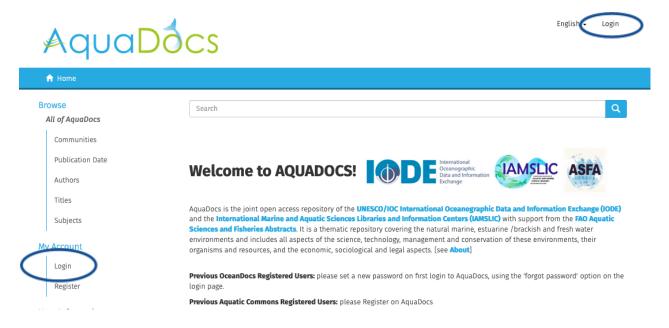
Registration

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
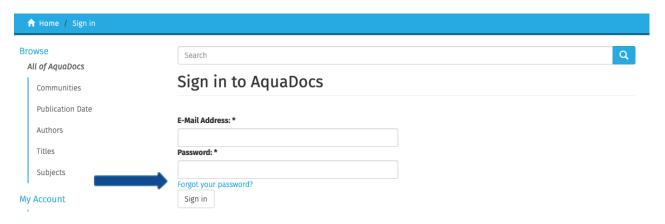

After you register for an account, complete your full profile, and then contact support@aquadocs.org with the Communities and Collections in which you wish to make deposits. **You will not be able to deposit an item until you have been allocated to a Collection**. Note: new Communities and Collections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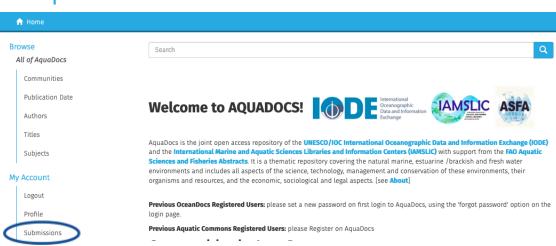

If you have forgotten your password, click on **Forgot your password**.
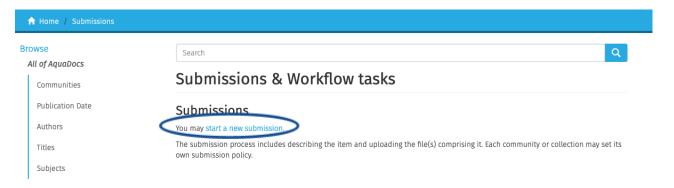

Item Submission

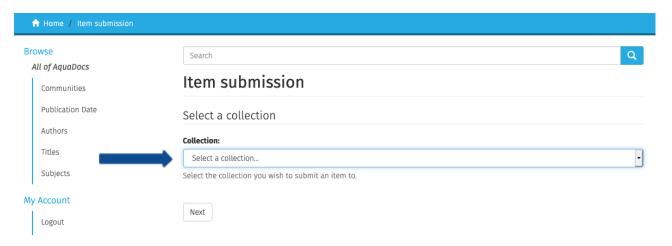To begin depositing, click on **Submissions.**

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.

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

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**.

Describe Screen 2

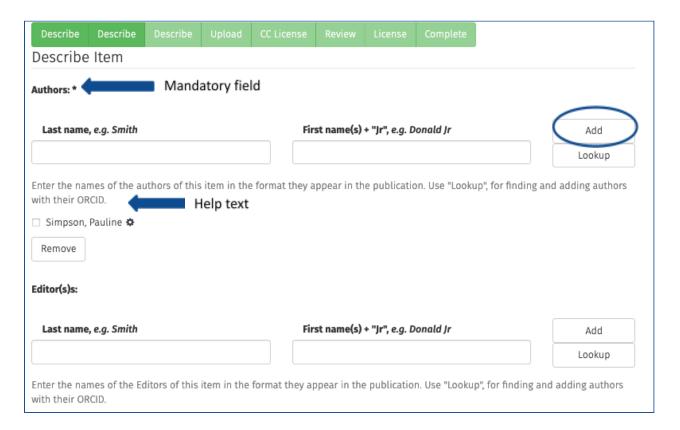Enter information about your deposit in each of the applicable fields.

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.

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.

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).
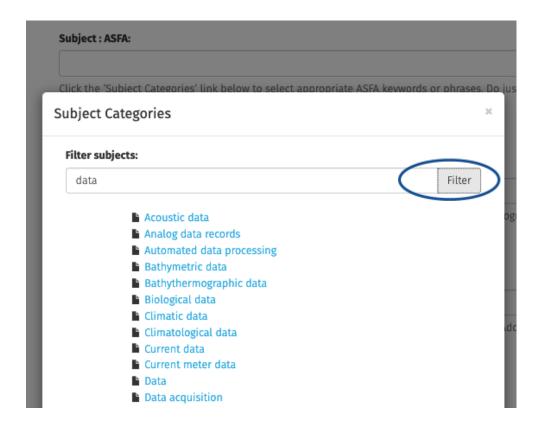

Abstract/s

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.
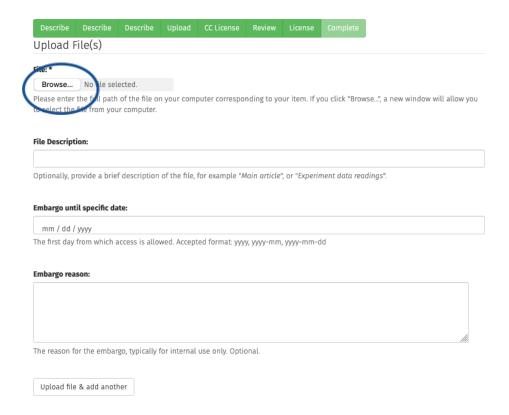
Upload File(s) Screen

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.

After upload, you can provide additional file information by clicking **Edit**, or click on **Next** to continue.
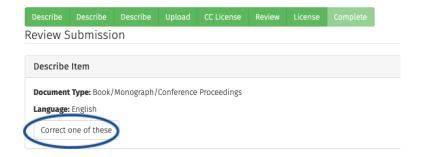

Creative Commons License Screen

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

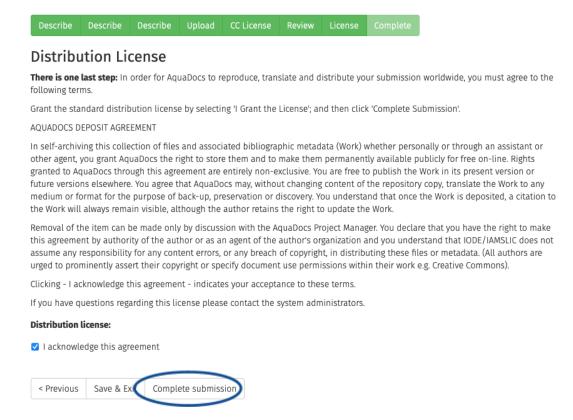You are given the opportunity to review and correct any metadata.

Click **Correct one of these** to edit the metadata within that section.

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.

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

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

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

[end]