AquaDocs Guide for Editors

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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 Marine and Aquatic Sciences Libraries and Information Centers (IAMSLIC) with support from the FAO Aquatic Sciences and Fisheries Abstracts.

This document will guide Editors through the workflow stages and the process of approving, rejecting, or editing items submitted to a Collection in AquaDocs.

All deposits, irrespective of the depositor, are held in a Review Area until they have been checked by an Editor. Only when a deposit has been approved by an Editor is it moved to the public area of the repository. Immediately after approval, records appear under Recently Added on the AquaDocs home page, and after overnight indexing, the record will be searchable and the thumbnail will be seen.

Registration Profiles

There are four levels: Submitter; Editor; Collection Administrator; Administrator. Each level gives additional access to functionality. All who register are Submitters, but to become an Editor or Collection Administrator, it is necessary for an Administrator to upgrade the user profile.

- **Submitter:** These are individuals that have permission to submit new items to any collection to which they have been allocated on registration. Typically, this work is performed by designated persons. In some cases, authors may deposit their own work after going through the registration process first.
- **Editor:** These people are able to edit the metadata of **incoming submissions**, and then accept or reject them. Editors receive automatic email notifications when a new submission requires review for any collection for which they are responsible, and should review new deposits within 1 week of submission.
- **Collection Administrator:** Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).
- **Administrator:** There are only three administrators with overall control over AquaDocs: the Project Managers and the Technical Manager.

Responsibilities of Editors

Allocation of records to individual editors is based on Community and Collection permissions, and not on the submitter.

- Review the record within 1 week of submission
- Subject suitability of records
- Quality control of metadata
- Uniformity and consistency of metadata
- Copyright queries / Permissions to deposit
- Share with AD Project Managers any queries concerning a record

Communities and Collections

AquaDocs content is organized around Communities, Sub-communities, and Collections.

- **Communities** are top level regions: Africa, Americas, Asia, Europe, International, and Oceania. New Communities can only be added by Administrators after agreement from the AquaDocs Project Managers.

- **Sub-communities** exist within a top level Community. There are sub-communities for countries, regional organizations, and publications from individuals.
- **Collections** exist within a Community or Sub-Community, and serve to bring similar items together, e.g. publications from an organization, journal issues, theses/dissertations.

The ability to submit, review, edit and/or approve a record requires a specific level of authorization. If you have any questions regarding your authorization level or related tasks, please contact support@aquadocs.org

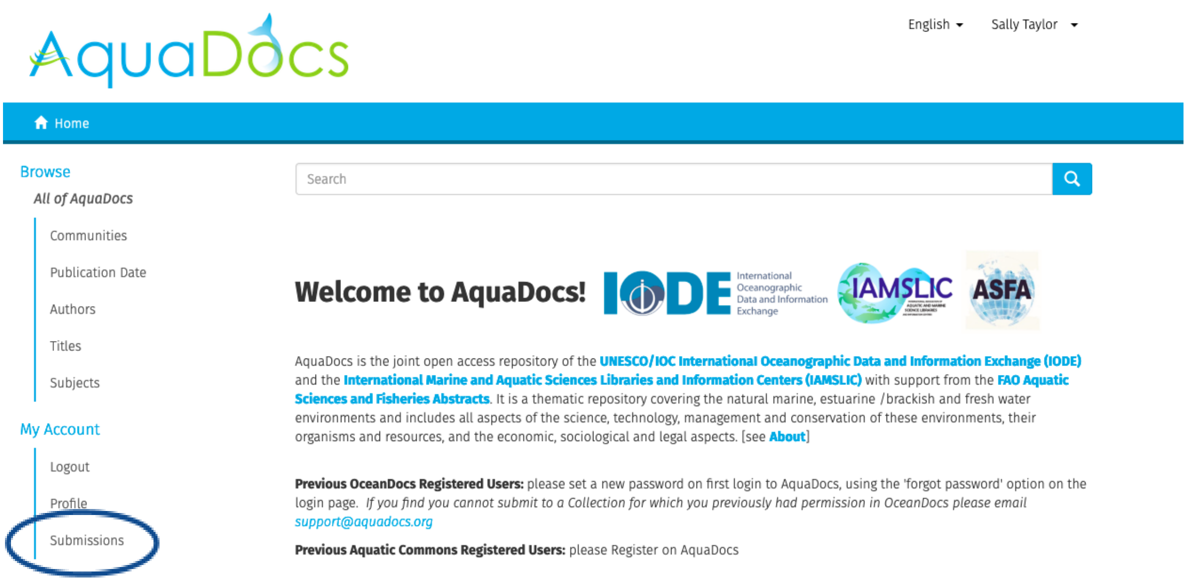
Approve, Reject, and Edit Submissions

The following sections are intended for individuals who have been assigned as an Editor to a collection by an Administrator. The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them. For this reason, most collections in AquaDocs will have an assigned Editor. A collection may be assigned to more than one Editor.

The instructions detail the basic review workflow for Editors. Please note that you must be authorized by an AquaDocs Administrator to perform these tasks. Instructions for submitters may be found in the AquaDocs Guide for Depositors available on the AquaDocs interface.

Submissions

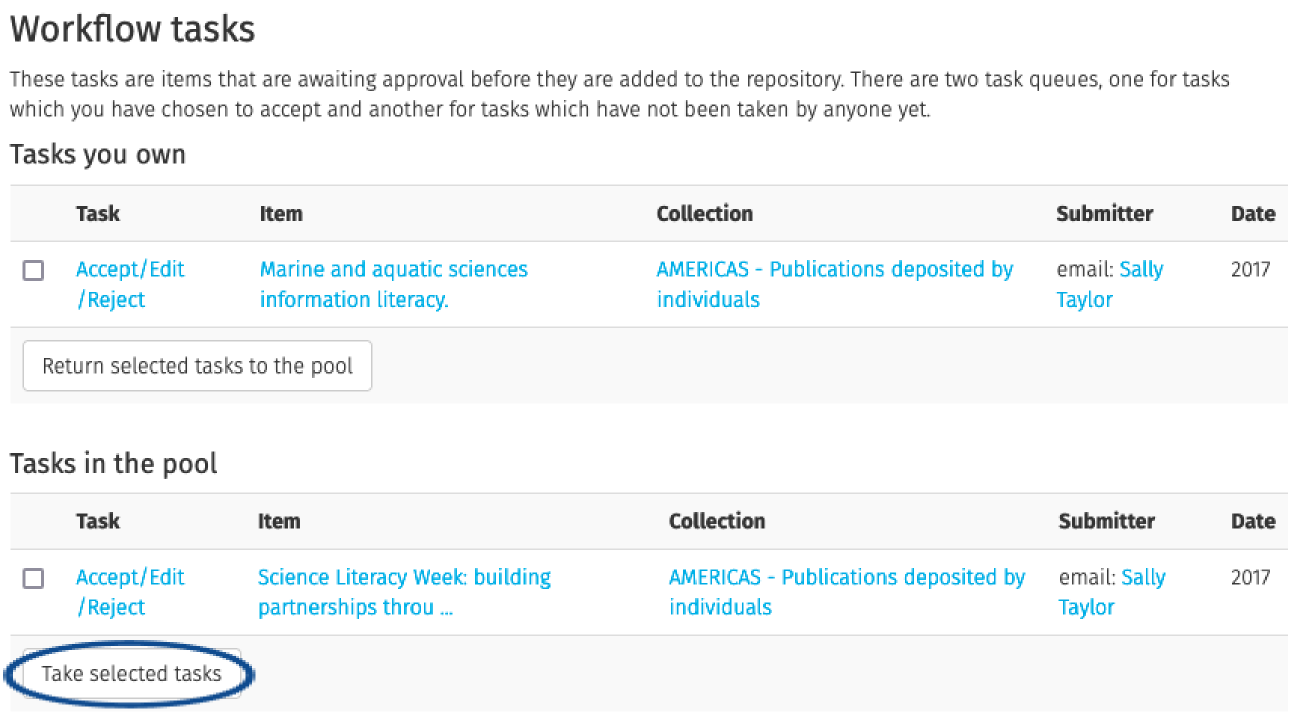
After logging into AquaDocs, locate Submissions on the left-hand menu.



This will take you to your Submissions & Workflow tasks page where you can locate records waiting for review.

- **Tasks you own** are items you have already claimed. Click on the item title (submission) that you need to approve, reject or edit before it can be archived in AquaDocs.

- **Tasks in the pool** are waiting to be claimed by an Editor. Select the record and click Take selected tasks in order to claim responsibility for reviewing.



Workflow tasks

These tasks are items that are awaiting approval before they are added to the repository. There are two task queues, one for tasks which you have chosen to accept and another for tasks which have not been taken by anyone yet.

Tasks you own

	Task	Item	Collection	Submitter	Date
☐	Accept/Edit /Reject	Marine and aquatic sciences information literacy.	AMERICAS - Publications deposited by individuals	email: Sally Taylor	2017

Return selected tasks to the pool

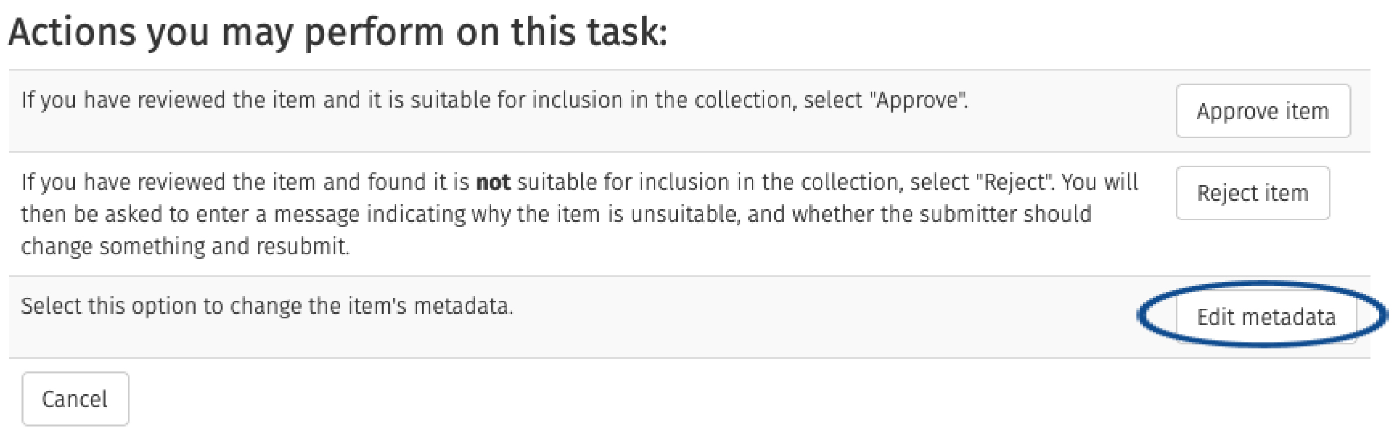
Tasks in the pool

	Task	Item	Collection	Submitter	Date
☐	Accept/Edit /Reject	Science Literacy Week: building partnerships throu ...	AMERICAS - Publications deposited by individuals	email: Sally Taylor	2017

Take selected tasks

Task Actions

Once you have claimed a task and clicked on the title, you will have the option to approve, reject, or edit the item. You may also choose Cancel if you wish to leave the task for another time. Click on Edit Metadata to review the submission and determine whether it can be approved or rejected. The Simple Item Record is displayed on this screen as a first check of metadata input.



Actions you may perform on this task:

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".	Approve item
If you have reviewed the item and found it is **not** suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and resubmit.	Reject item
Select this option to change the item's metadata.	Edit metadata

Cancel

Edit Metadata

Select Edit Metadata to review each metadata input field to see if you wish to modify the metadata supplied by the item's submitter. You will have several screens with metadata fields; you may edit or add new information to any or all of these fields. This gives you the opportunity to make sure that:

- The correct Document Type has been selected because that will ensure the correct metadata fields are displayed to receive input
- The correct full text file has been submitted and it can be opened. If possible it should be a pdf/A
- All authors (however many) are input in the correct format, and in the same order as the publication
- As a minimum, all core metadata should be input: Author, Date, Title, Place of Publication, Publishers, Pages, Series/Report Name and Number, Journal Title, Volume, Page Range
- The Title should be in Upper and Lower Case – NOT CAPS unless it is an acronym
- Other Title (English) input if document is in a local language

Some Common Metadata Problems

Metadata fields all have a HELP text under the field indicating how the metadata should be entered. This input format should be followed.

Problem	***Solution***
Authors - Incomplete list of authors or in wrong order	*Enter all authors in correct order OR return record to depositor using* Reject Item
Title all in capital letters	*Edit title using upper and lower case OR return record to depositor using* Reject Item
Pages (total) 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.	*Open PDF and enter missing metadata OR return record to depositor using* Reject Item
Corporate Author field completed with the organization name when there is/are personal authors already entered.	*Unless the organization is identified as an actual author, delete the Corporate Author entry*
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 parent organization of the authors	*Delete the organization from the Corporate author field.*
Full text file (pdf if possible) not uploaded	*Return record to depositor using* Reject Item
Uploaded PDF file unable to be opened	*If possible check if it can be opened on another pc AND/OR return record to depositor using* Reject Item

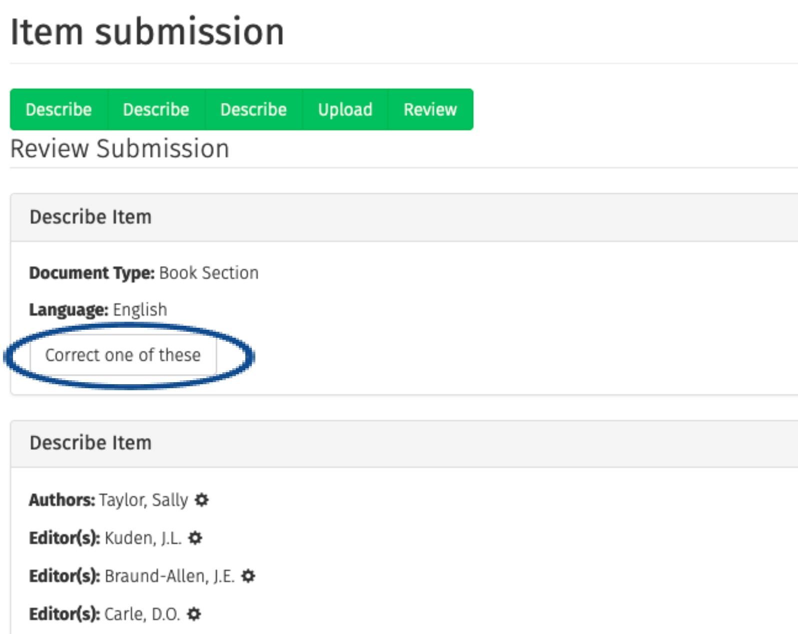
DOI initials entered into the metadata field e.g. doi: 1xxxx.	*Delete the DOI initials in the input*
Format of journal title, publisher, punctuation at variance with previous input	*Endeavour to maintain uniformity of format by editing*
US State input in 'Place of Publication' not abbreviated	*e.g. Solomon Island, **Maryland** change to **MD***
No Subject terms input.	*None of these fields are mandatory (even ASFA at the moment) but it should be encouraged in Uncontrolled Keywords*
Subject terms input as one string with punctuation, e.g. Aquatic Science, Fisheries, Marine Science	*Enter each subject individually using ADD button OR return record to depositor using* Reject Item

You can navigate between screens using the green boxes at the top of each screen or the buttons labeled Next, Previous at the bottom of each screen. At any stage you can leave the submission process by clicking Save & Exit and the record will return you to Tasks you Own.

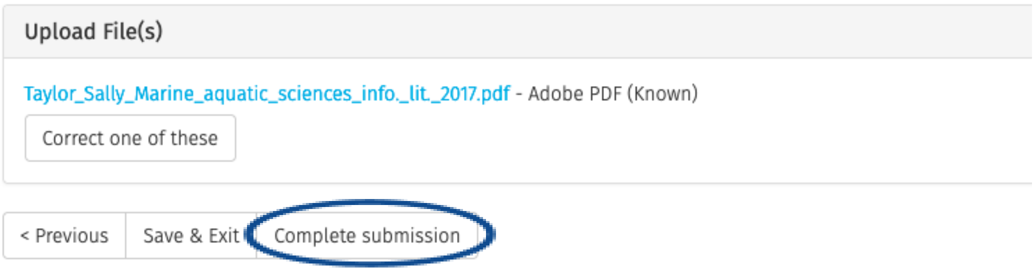
Work through checking the metadata by clicking Next at the bottom of the screen each time.

Review Submission

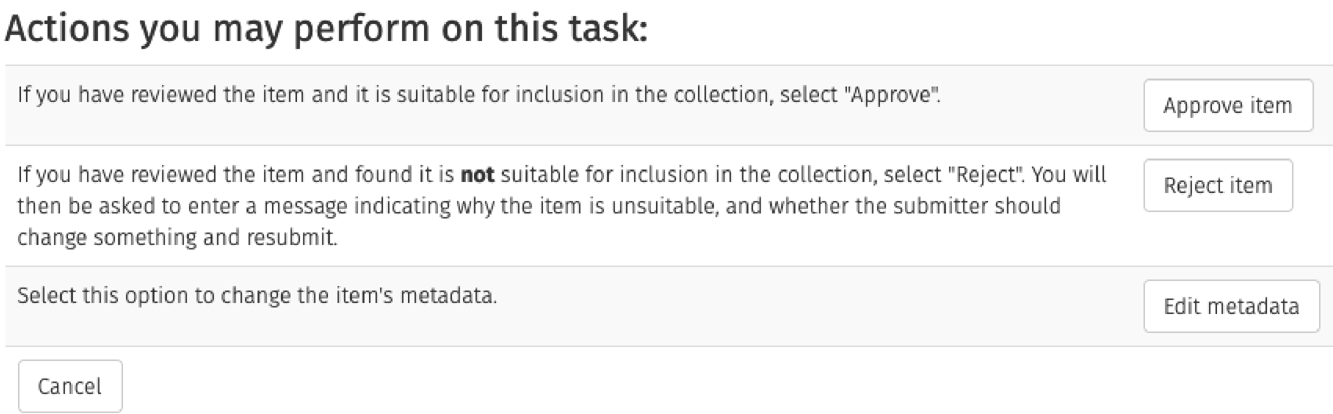
At the final Review Submission screen you are given a last opportunity to check the metadata. Use Correct one of these to return to the metadata field that requires corrections.



Once you have reviewed the metadata (and corrected if necessary), click Complete submission.



You will be returned to the Actions you may perform on this task screen for the final step in the approval process.



Approve Item

If you have reviewed the item and decided that it is ready to be added to the Collection, select Approve Item. The submitter will receive an email notification with a permanent link to the item. No further action is required although it is worth checking Recently Added to confirm the new submission has appeared and that data for the Simple Item Record Display is complete (refresh your screen if it initially does not appear).

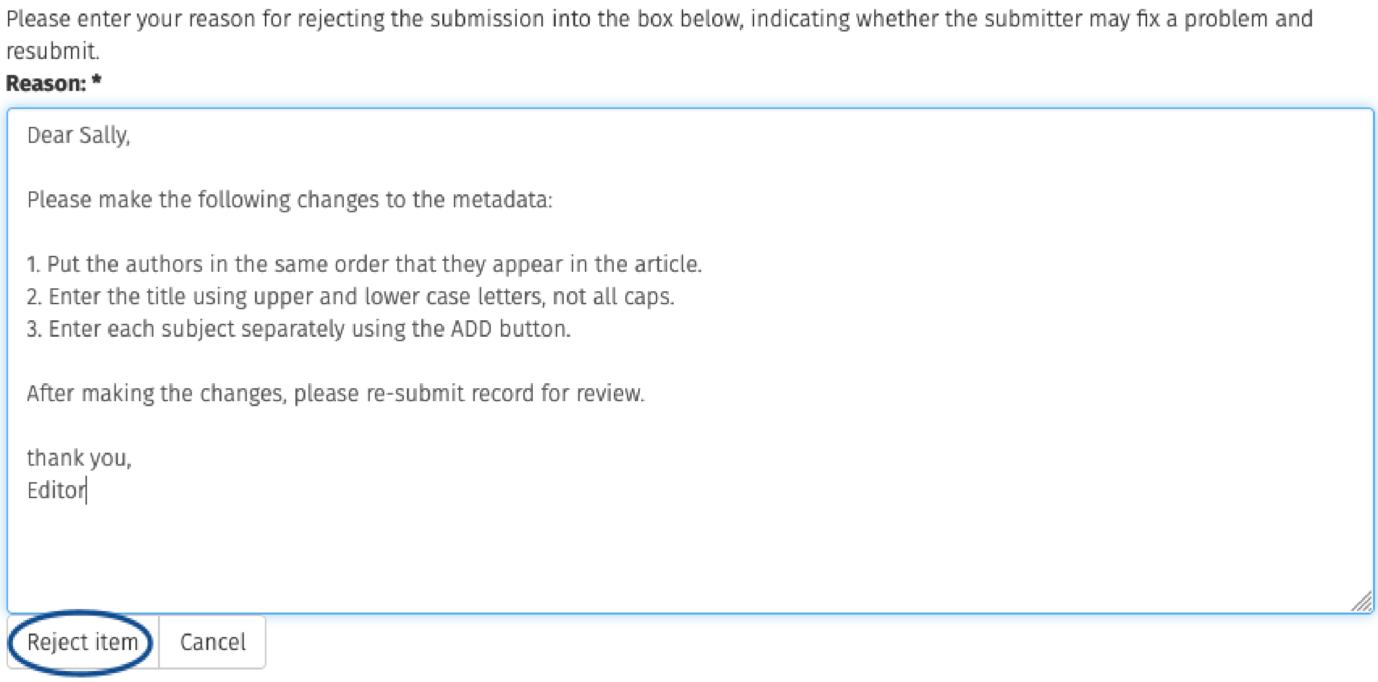
Clicking Cancel will return you to the Submissions & Workflow screen.

- The task will remain assigned to you, and will not be available to other Editors or users. You can return to the task at any time to complete the review process.
- To return the item to the general task pool, go to **Tasks you own** in your submissions workflow screen, select the item, and click on Return selected tasks to the pool. The item will then appear in the general task pool but an email notification will not be generated.
- It is important to communicate with your colleagues if you need them to take responsibility for a record previously assigned to you.

Reject Item

If there are problems with the submission that you cannot fix by editing the metadata, the item can be returned to the submitter by clicking Reject Item. You will be asked to enter an explanation as to why the

item was rejected. If appropriate, include any changes which the submitter needs to make in order for the item to be approved.
Once you have rejected an item, it will no longer appear on your Submissions & Workflow screen. It will instead be returned to the submitter's workflow for editing and re-submission.



Further Notes

Copyright

Some files are deposited which are clearly covered by copyright and should not be deposited (check ROMEO_Journal titles http://www.sherpa.ac.uk/romeo/.) Reject the record with a query to the depositor whether they have permission from the copyright holder to deposit and resubmit if so.

Avoid mathematical symbols in all fields

Symbols often give problems when inputting metadata, the system converts some of them to text but not always. They include superscripts, subscripts, symbols for equal to, less than, degrees etc. that are better represented by text or abbreviations eg. sq. , deg. Copy and paste the symbols and then check for and correct any problems.

Duplicate records

There should only be one record for the same document unless it is a new edition. Check if the full text is a revised version that needs a new record, *i.e.* some of the metadata is different. If it is a duplicate new record, it can be rejected with the Reject Item email indicating that it is a duplicate. If the duplicates are old records, the only way is to ensure one of the records is completely correct and permanently delete the duplicate record, via Edit this Item and then use the Permanently Delete option. If you cannot do this then contact the Collection Administrator.

PDF files

There have been problems with uploaded (pdf) files not generating a Thumbnail. If the Thumbnail does not appear after 24 hours, inform the Collection Administrator who will take a copy of the full text file and store temporarily on their desktop and delete the Item Bitstream files and upload the file again (as per the Collection Administrator guidelines).

Publication date

Mandatory field. All deposits must have a publication year even if it is best guess. Check the bibliography – the latest one sometimes indicates when a publication may have been issued. Year only is required.

Series Titles

Should be entered with organization or acronym or project in front of the series name, and the title is capitalized, *e.g.* AAS Working Paper, PICES Scientific Report, Moss Landing Marine Laboratories Technical Publication, etc. Even, as with the last example it means repeating the Publishers/Organization name in full. This allows searching under a specific series title. Consistency of format should be maintained.

Uncontrolled Keywords

Can include subject terms, organization names, projects etc. Ensure that terms or phrases are entered individually and so are displayed as a list. Check for typos and edit, but editors are not responsible for adding terms.

[end]