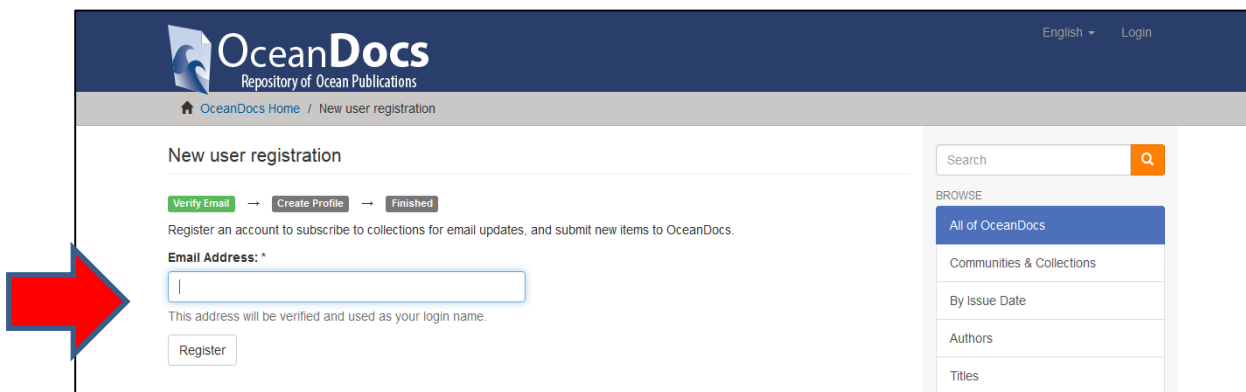
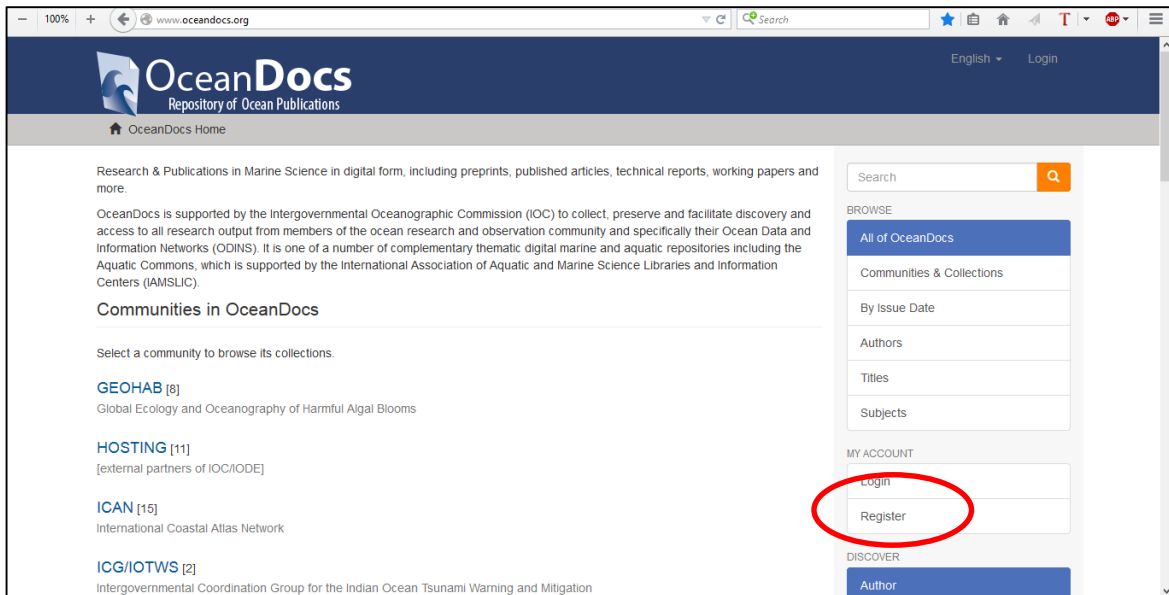


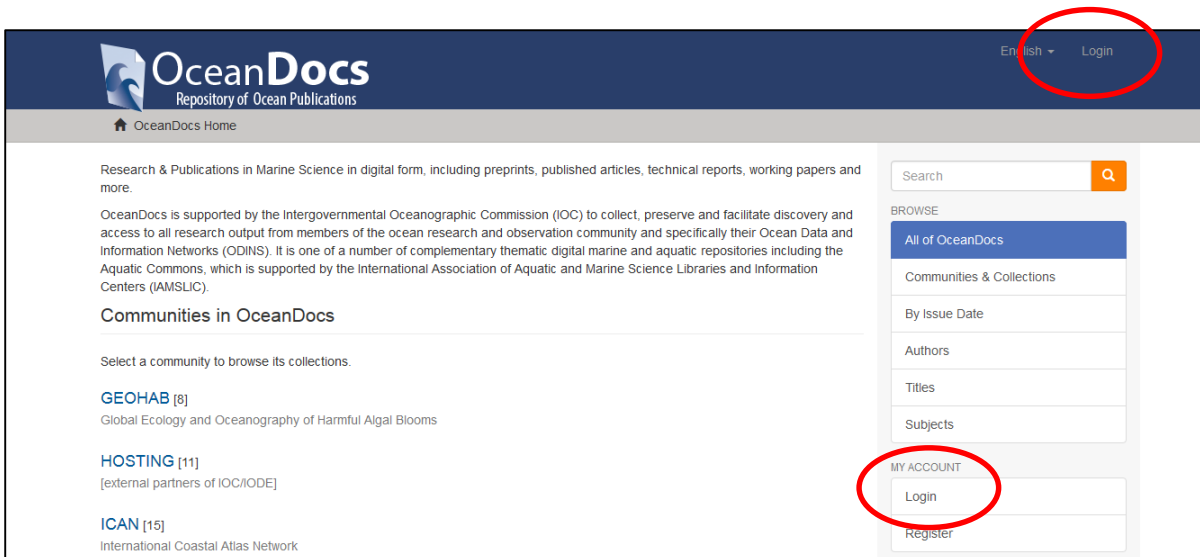
Getting Started : OceanDocs Depositor Guidelines, V.5

Welcome to **OceanDocs**, the IODE Repository of Ocean Publications. OceanDocs may be searched by anyone, but before you can deposit into OceanDocs you must first Register. Go to <http://www.oceandocs.org/> and click on **Register** on the side bar of the Home Screen.

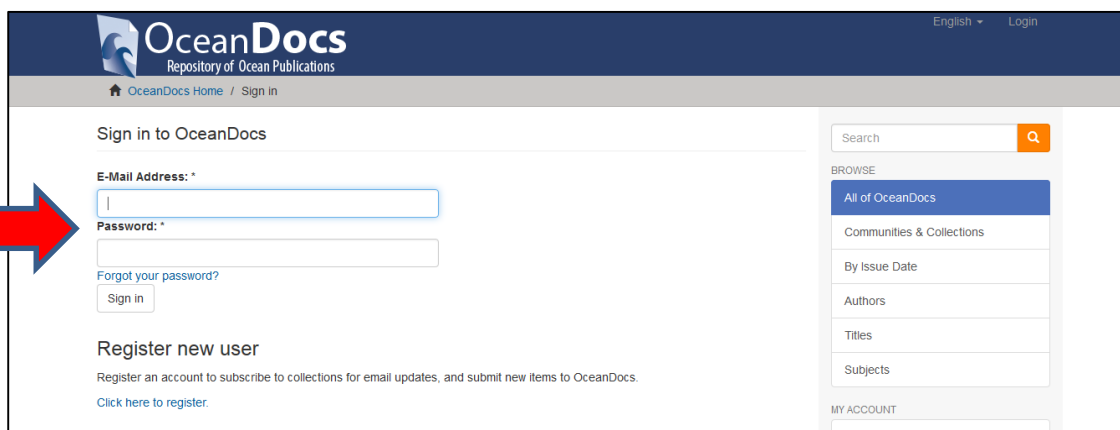


After you have submitted your registration, you will be contacted by an OceanDocs Administrator to discuss to which Communities and Collections you wish to make deposits. Note new Communities and Collections can be added and partial prefilled input forms can be completed for series. If you do not receive a communication from OceanDocs within three days, contact oceandocs@iode.org and query.

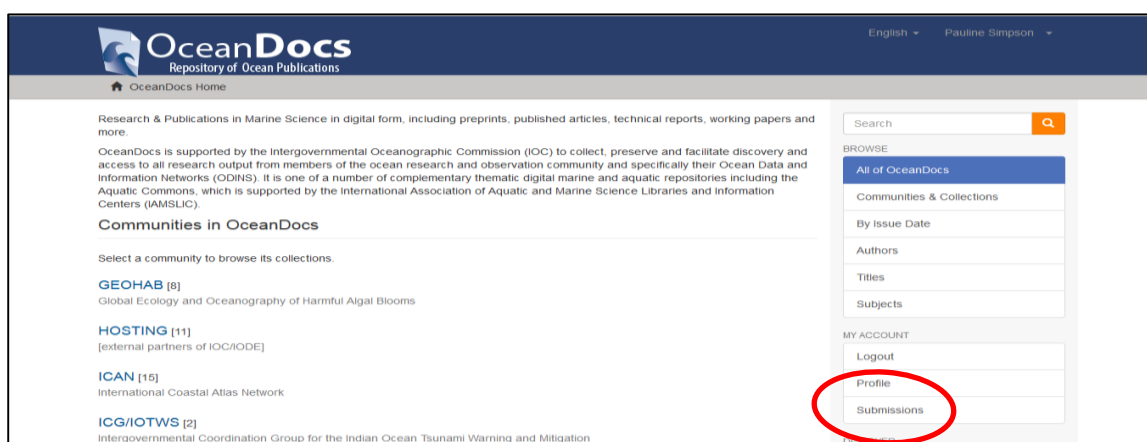
Once you have received confirmation of your registration and know which Communities/Collections you are permitted to deposit in, you may return to **OceanDocs** and **Login** (click either)



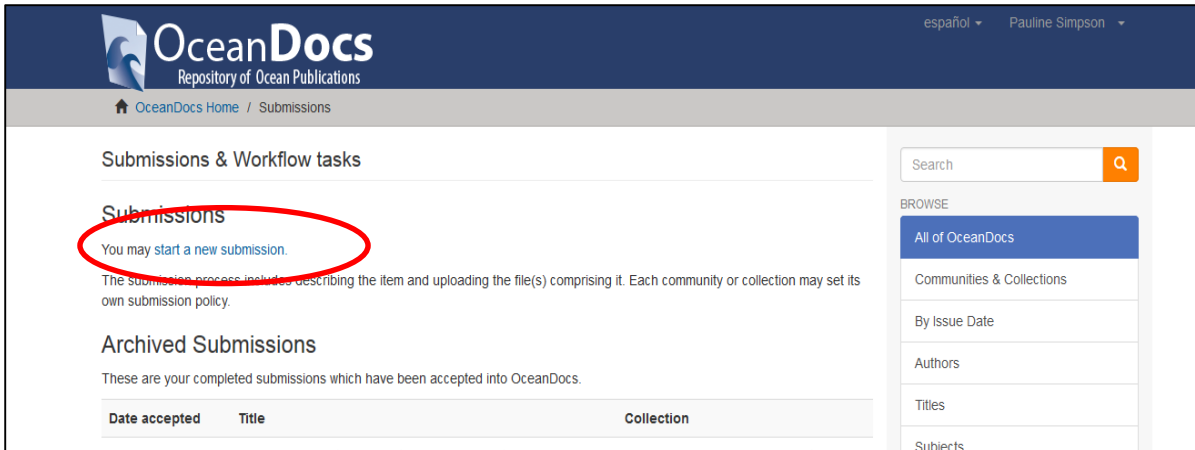
If you have forgotten your password, click on 'Forgot your password?'



To begin depositing, click on [Submissions](#) in the Right Hand side bar



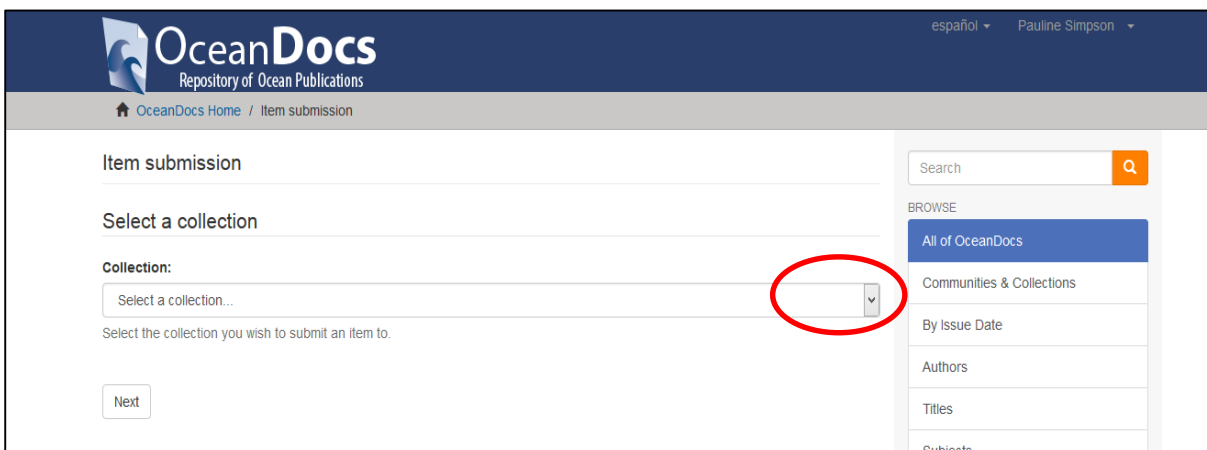
Then click on 'You may *start a new Submission*'. On this screen you will also see any earlier submissions either deposited or still in your own workspace.



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

Item Submission Screen

Click the dropdown box and select a Collection (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 oceandocs@iode.org



Click **Next**

Describe Screen 1

Select one of the Item Types by clicking on the 'button' alongside the item description. This selection then defines the metadata fields you will be presented with to complete. Mandatory fields indicated with an * (Title; Year of Publication) **must** be filled with data.

Item Types

Select the Item type of content you are depositing

Language

Select the language of the **full text deposit** from the 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 please select 'N/A')

Describe Describe Describe Upload License Review Complete

Describe Item

Type:

- Book/Monograph/Conference Proceedings: A book or a conference proceeding or complete serial issue.
- Book Section: A chapter or section in a book, monograph or conference volume.
- Conference Material: A conference paper, poster or a powerpoint
- Dataset: A dataset containing research data connected to an event or an experiment
- Images or Video: A digital photograph or moving images.
- Journal Contribution: A contribution to a journal. Includes an Article/editorial Material/review/book review/a meeting abstract.
- Report: This may be a technical report, project report, documentation, manual or guideline, working paper, discussion paper.
- Report Section: A chapter or section in a report.
- Thesis or Dissertation: A thesis or dissertation submitted for an award of a degree.
- Other: Something within the scope of the repository, but not covered by the other categories. May include Maps, working papers or preprints.

Select the type of content of the item.

Language:

N/A


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 >

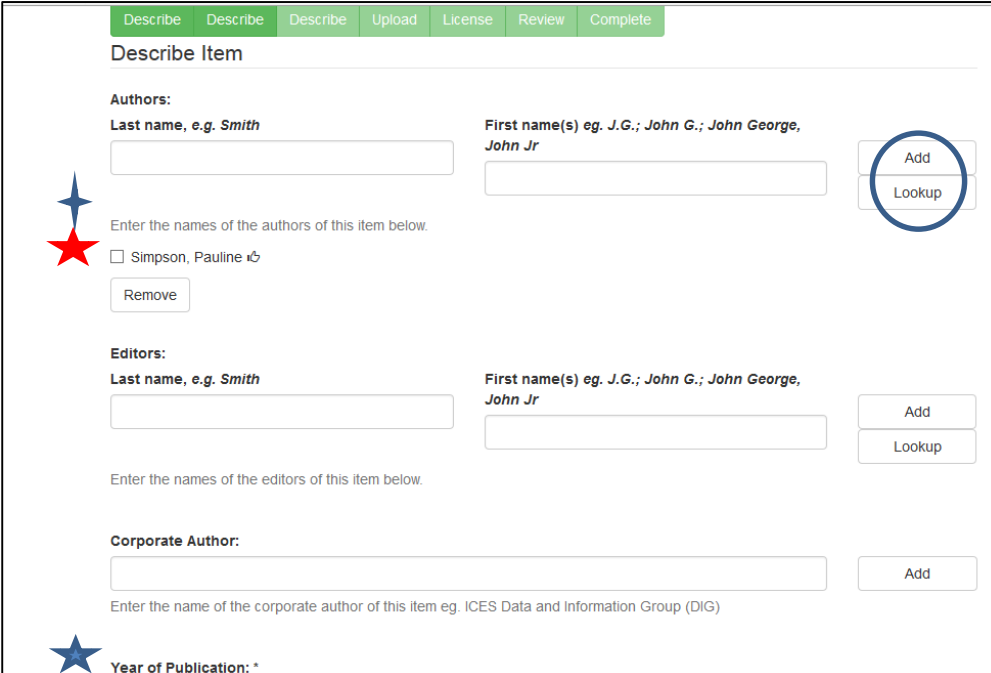

Click **Next**

At any stage you can leave the submission process by clicking [Save & Exit](#) and the record will be saved in your workspace for you to work on later (after login when you click Submissions your Workspace is displayed).

Describe Screen 2

Fill in information about your deposit for each of the applicable fields. If provided click **Add** when you have entered the metadata in each field (this is provided so that you can input more than one entry – note when you press **Add** the metadata is displayed underneath the field 

-  Help text is provided for each metadata field
-  Mandatory fields are marked and must be completed



The screenshot shows the 'Describe Item' form with a progress bar at the top containing buttons for 'Describe', 'Describe', 'Describe', 'Upload', 'License', 'Review', and 'Complete'. The form is divided into sections for 'Authors', 'Editors', and 'Corporate Author'. Each section has a 'Last name, e.g. Smith' field and a 'First name(s) eg. J.G.; John G.; John George, John Jr' field. The 'Authors' section includes a checkbox for 'Simpson, Pauline' and a 'Remove' button. The 'Year of Publication: *' field is marked as mandatory with a blue star. The 'Add' button in the Authors section is circled in blue.

Authors or Editors

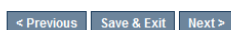
As a rule you should enter the authors/editors names as they are presented in the publication you are depositing. Enter the author/editor surname in Last Name field then click **Lookup** you will be presented with a listing of authors/editors with last names like the one you have entered. Click the name format you want to use and then click **Add**, or enter into the author/editor fields the new format. The **Lookup** function is linked to the ORCID database and therefore will also insert the author ORCID ID if one is available.

Continue filling in the appropriate information.

To navigate between screens, at any point during input you can click the green 'progress tracking boxes'



or the boxes at the bottom of the input screen.



Describe Screen 3

To increase discovery of your deposit you are strongly advised to complete the Abstract and Subject/Uncontrolled Keywords metadata fields.

The screenshot shows a metadata form with the following sections:

- Abstract:** A text input field with an "Add" button to its right. Below the field is the instruction: "To Enter the abstract of the item, both original language and English language if available."
- Notes:** A larger text input field with an "Add" button to its right. Below the field is the instruction: "Enter any additional information about the item"
- Subject : ASFA:** A text input field with an "Add" button to its right. Below the field is the instruction: "Click the 'Subject ASFA' link below to select appropriate ASFA keywords or phrases. Do just wait until the a-z comes up". Below this is a blue link: [Subject Categories](#)
- Subject: Uncontrolled keywords:** A text input field with an "Add" button to its right.

Abstract/s

To enter both the English and original language. Copy and paste into the box and click [Add](#), the first abstract text will appear below the box. Then copy and paste the second abstract into the box and click [Add](#). Sometimes the pasted 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 OceanDocs, to permit selection of terms. It is a large file and will take a minute or so to load. Wait until the A-Z list appears then enter the term/phrase you want to search for in the Filter text box and click [Filter](#). The matching terms will be displayed and you can click each one singularly to add to the record, to add more terms click [Subject Categories](#) again

The screenshot shows a "Subject Categories" dialog box overlaid on the metadata form. The dialog box has a "Filter subjects:" section with a text input field containing "data" and a "Filter" button. Below the input field is a list of terms, each with a small square icon to its left:

- Acoustic data
- Analog data records
- Automated data processing
- Bathymetric data
- Bathymetric data
- Bathymetric data
- Biological data
- Climatic data
- Climatological data
- Current data
- Current meter data
- Data
- Data acquisition
- Data analysis
- Data banks
- Data buoys
- Data catalogues
- Data centres
- Data collections
- Data converters
- Data handling
- Data loggers
- Data presentation (graphics)
- Data processing

As an alternative, enter the ASFA terms directly into the field - each term or phrase to be entered and then press **Add** then enter the next term and press **Add** etc.

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.

Describe Screen 4

Upload Files(s)

Next, you will **Upload** your digital file (most commonly a pdf). Every record **MUST** have a full text file uploaded. Use the Browse button to find the file on your computer (unfortunately you cannot upload directly from a URL yet), then click on **Upload file OR add another**. If you have more than one file for your deposit, then Browse again and upload the next file etc

Use the File Description box to indicate differences between the files. Eg. pp. 1-50

Note thumbnails can only be generated from pdf or jpeg files uploaded.

Item submission

Describe Describe Describe Upload License Review Complete

Upload File(s)

File: *

Browse... 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. System supports thumbnailing for PDF and JPEG files. ONLY PDF Files generated using Adobe will generate proper thumbnails.

File Description:

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

Upload file OR add another

< Previous Save & Exit Next >

When uploaded the screen will display the file details

File Description:

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

Upload file OR add another

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> GuidelinesSubmissionAOD.pdf	886041 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>

File checksum: MD5:6a200dbce01ab2d86b2c2d4099b605fe

< Previous Save & Exit Next >

Click on **Next**

OR

After Upload you have the opportunity to provide additional file information by clicking on

Edit

100% + www.oceandocs.org/handle/1834/4181/submit/5f095c308a18470120377c6d5c1b228f7d246c21.continue Search

Edit File

File: GuidelinesSubmissionAOD.pdf

File Description:

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

Select the format of the file from the list below, for example "Adobe PDF" or "Microsoft Word." **If the format is not in the list, please describe it in the input box below the list.**

Detected Format: Adobe PDF

Selected Format:

If the format is not in the above list, **select "format not in list" above** and describe the file's format in the box below.

Other Format:

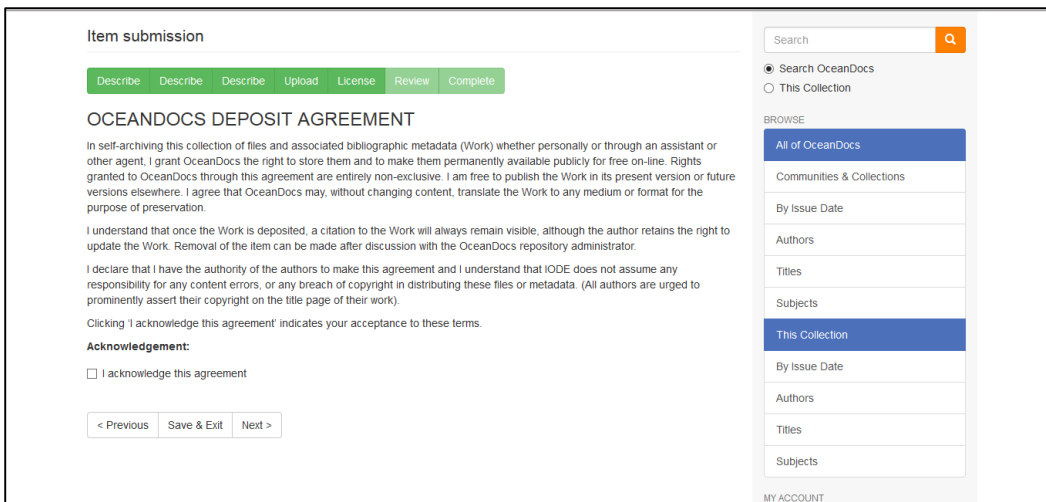
The application's name you used to create the file, and the version number (for example, "ACMESoft SuperApp version 1.5").

Complete any additional information you want to add then Click on **Save** which will take you back to the Upload File screen

Click **Next**

Deposit Agreement

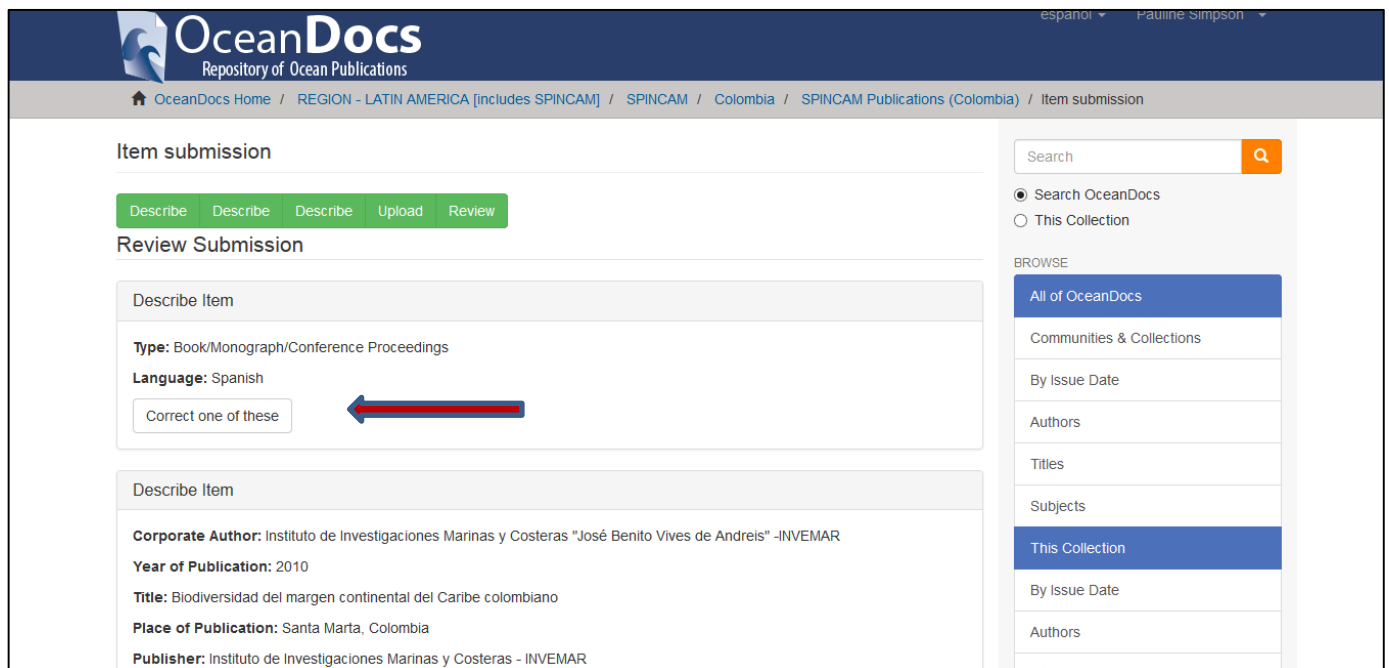
The final step is to click on the **I Acknowledge this Agreement** check box. In doing this you confirm that what is submitted is not in copyright violation, that non-exclusive rights are given to the OceanDocs Repository for internet distribution for non-commercial educational use only and that necessary format changes can be made for preservation of the digital package.



Click **Next**

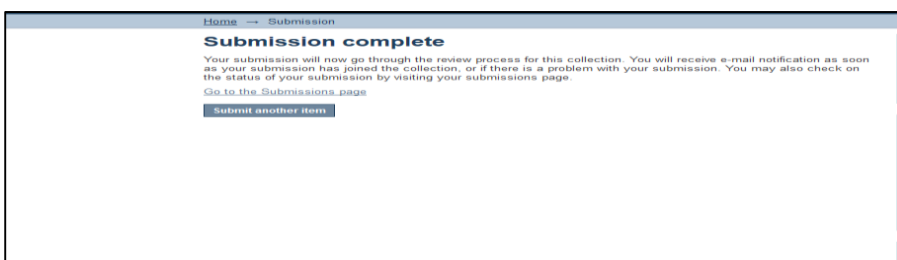
Review Submission Screen

You are given the opportunity to review and correct any metadata on this screen. Click **Correct one of these** to edit the metadata within that section



When you are satisfied with the metadata click **Complete Submission**

Congratulations!!



You can now [Start a new submission](#) or Logout

An email will now 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 round time.

Contact oceandocs@iode.org if you do not receive any notification concerning your deposit within 10 days.

Feedback on the OceanDocs Repository is welcome, please use the [Send Feedback](#) facility displayed at the bottom of each page.

There is also a Help facility.

Information and Contacts

Any correspondence concerning OceanDocs should be sent to oceandocs@iode.org

Some common problems from Depositors

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

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.	<i>Enter the full stop</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>Open PDF and enter 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 authors parent 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]