# PRA-IRIS: QUICK USER GUIDE

## LOGIN TO PRA-IRIS

**Padua Research Archive, the institutional repository of the scientific production of the University of Padua, aims to collect, document, preserve and publish (also in open access), the scientific production of the University of Padua. Padua Research Archive is based on IRIS (Institutional Research Information System) developed by Cineca.**

Padua Research Archive (PRA-IRIS) public portal is available online: https://www.research.unipd.it

The authors need to authenticate by clicking on "Login" at the top right corner of the page and entering the credentials of the University (SSO).



By clicking on the "bar" shown below you can close and open the menu at the left side.
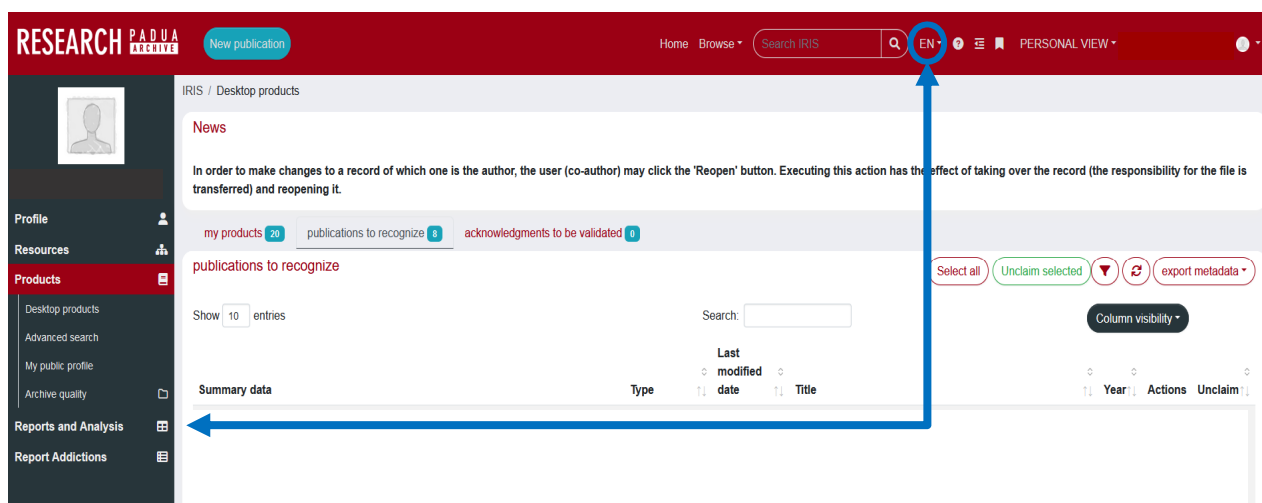


The menu includes the following items:
- Profile
- Resources
- Products
- Reports and Analysis
- Reports Addictions

To manage your publications you should select: Product> Desktop Products

## BASIC CONCEPTS

| IDENTIFIED AUTHOR | Author of a publication connected to the University Anagraphic Database, thus provided with personal data details (Position, Department, etc.). **(Self-identification as author and identification of internal co-authors represent a very important step at moment of a new publication submission into the repository)** |
|---|---|
| PUBLICATION OWNER | User who originally created the publication record and manages the publication form in case of future updating. |
| **Draft** | DRAFT PUBLICATION: publication record to be completed with all necessary information. It is not available yet either in the Ministerial website (https://loginmiur.cineca.it) or in the Catalogue Public Portal. |
| **Final** | COMPLETED PUBLICATION: publication record sent and synchronized both with the Ministerial website and the University database. You can always edit all the fields with the "Integrate" button. |
| **Reopened** | PUBLICATION REOPENED by the author with "Integrate", or by the IRIS reference person after the request of the author. |

## DESKTOP PRODUCTS

By clicking on **Products – Desktop products,** you will see your personal page, which contains all your publications listed in PRA-IRIS.

Available Tabs:

• **"my products"**: This tab lists the publications of which you are the owner or an identified author;

• **"publications to recognize":** This tab lists the publications of which you could be an author, but you are still not identified. You must confirm or reject the proposed matches;

• **"acknowledgments to be validated":** This tab lists the publications of which you are the owner, when other users propose themselves as identified co-authors. You must confirm or reject the proposed matches.

Each tab shows the number of products. If free of records, the tabs are displayed in light grey.

## REGISTERING A NEW ITEM



Log in and use the function "New publication" up left to open the registration form.

Firstly, you must choose the way you want to enter your data:
• *manual submission;*
• *free search;*

- **search for identifier** (i.e., Scopus ID, DOI, PubMed ID, arXiv ID, ISBN, CiNii NAID, WOS ID);
- **search for author's identifier** (i.e., Scopus Author ID, ORCID ID);
- **upload a file** (BibTex, Endnote, .csv, .tsv, .ris, isi).

If you choose the latter three options, the system will automatically import the available information about the publication(s) from external databases.

## IDENTIFYING INTERNAL AUTHORS

The identification establishes a link between one or more authors of the publication and the "Publication" section. It is also the only way to automatically update the ministerial website (LoginMIUR) of each researcher by adding his/her new publications to the database.

Identifying an internal author is therefore fundamental for evaluation purposes (Departmental assessment, VQR, SUA-RD, ASN, etc.).

In order to fill in the box "Authors", type or paste the names of all the authors (internal – working for Unipd - and external) as they appear in the title-page of the publication or in the bibliographical reference of the work, and then use the **"Modify" function**:

The system will automatically detect the names related to Unipd.



This is the meaning of the color scheme:

- *Green*: internal author's names that the system has automatically detected and related to Unipd;
- *Grey*: author's names external to Unipd;
- *Yellow:* the author's name with multiple matches that must be disambiguated. By clicking on the name in yellow, the system gives the possibility to select the correct author from a drop-down menu.

To see all authors in the publication and check their affiliation, you can select the dark grey button "show all authors".
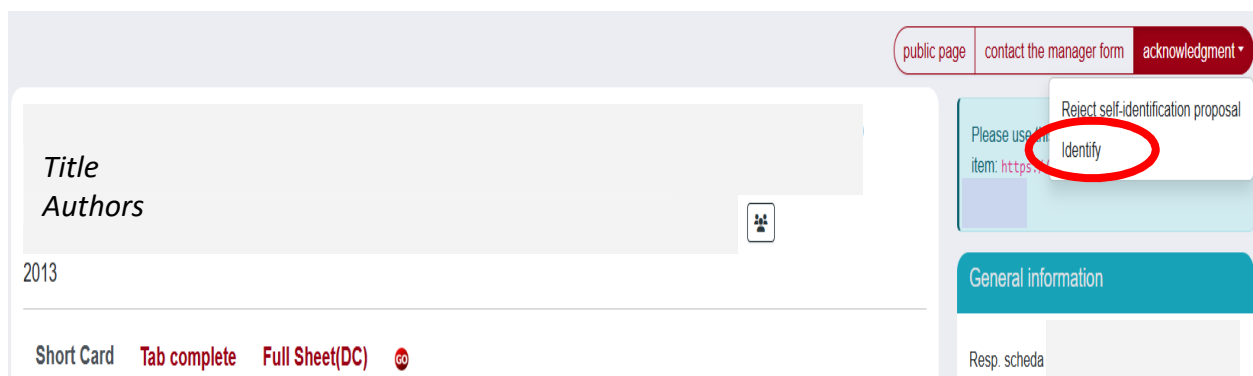
## SELF-IDENTIFICATION

If you are an author of a publication but your name has not been identified by the co-author who

entered the publication, you can add yourself in the list of identified authors of that publication.
You may click on "Identify" starting from the "Short" or "Full form" of every record in "FINAL" status.
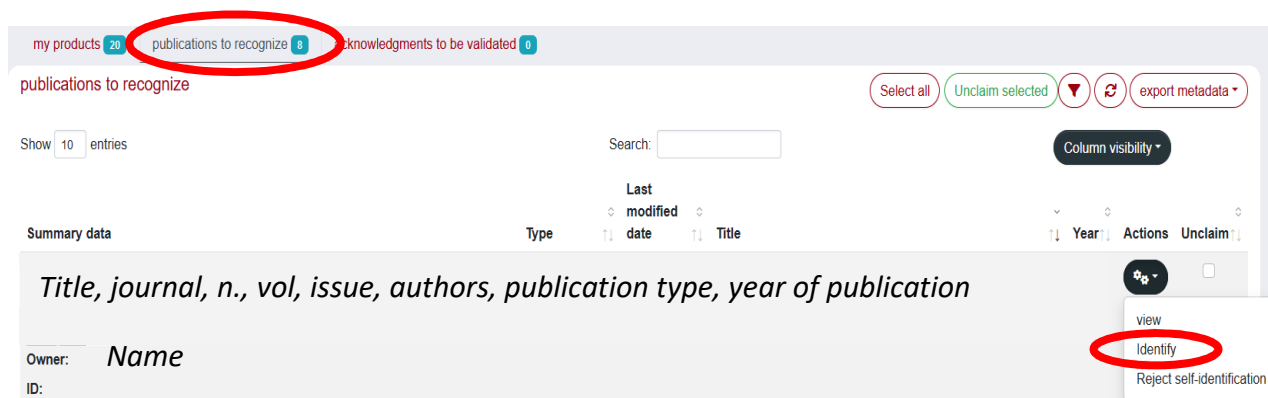


or



If your name is listed in the identification form, you can then select your name from the drop-down menu and click "Confirm" to send the request of identification.
If your name is missing, you may add yourself by clicking on "**Identification not found"** from the drop-down menu and then "**Confirm"**.
In both cases a notification will be sent to the product owner, who will have to confirm or reject the self-identification request.

## UPLOADING A FULL-TEXT

You **are recommended to upload full-text** publications in order to comply with European Commission "Recommendation on access to and preservation of scientific information" and Unipd Open Access Policy. For information on issues related to Open Access and issues related to copyright, you can write to CAB Help Service (queue support OA): http://bibliotecadigitale.cab.unipd.it/aiuto.

## SOME RECCOMENDATIONS

- be careful not to create duplicates;
- always enter the WOS, Scopus, DOI, ISBN codes when available.