Unisa Institutional Repository (Unisa IR)

Guidelines for Submissions

About the Unisa Institutional Repository

The Unisa Institutional Repository is an open digital archive of scholarly information and research outputs of the University of South Africa.

Its objectives are

- Visibility of African scholarship worldwide
- Open access to research information
- Long term digital preservation
- Self-archiving of research outputs
- Sharing of learing resources across institutions

The collections consist of

- Theses and dissertations
- Research articles
- Conference papers
- Presentations and speeches
- Research reports
- Special archival materials
- … and many more

http://uir.unisa.ac.za
uir@unisa.ac.za

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Overview

These guidelines introduce the **submission function** of the Unisa Institutional Repository (Unisa IR).

Before submitting items to the Unisa IR you need to know what it is and how it advances research. Submissions to the Unisa IR have to comply with the scope of the database and with certain predefined standards. Therefore items need to be prepared in a specific manner. Certain submission criteria apply. You need to know what types of materials are included or excluded from the scope of the repository and these guidelines will introduce you to the scope, objectives, submission criteria, copyright and open access. Thereafter, the submission process will be introduced to you in an online practical session.

The objectives of these guidelines are as follows

- To explain what is meant by an institutional repository (IR);
- To inform you of the benefits of the IR to scholarly authors and researchers;
- To outline the scope and submission criteria of the Unisa IR;
- To explain copyright and open access principles within the IR;
- To provide a step-by-step guide for the submission of items to the Unisa IR.

What is the Unisa IR?

The Unisa IR is an open access digital repository of the research and intellectual outputs of the Unisa Community. It includes, but is not limited to, articles, working papers, research reports, speeches, conference papers, and other artefacts created by the Unisa Community.

It is a publicly accessible repository (archive) where all the work published by researchers/authors affiliated with the university/academy can be posted online. It contributes to the status of the institution by displaying the intellectual output of the institution.

All work is deposited in the repository by using interoperable software, which allows the works in the repositories to be searched and harvested. Such software is called Open Archives Initiative (OAI) compliant. Examples of OAI compliant software are DSpace, E-Prints, CDSware, i-Tor, and MyCoRe.

What are the objectives of the Unisa IR?

- Dissemination and management of Unisa research and intellectual outputs
- Open access to research information
- Long term digital preservation
- Self-archiving of research outputs
- Visibility of African scholarship worldwide.

What are the benefits of the Unisa IR for research?

- Increased global usage, visibility and impact of Unisa and of African scholarship;
- Tool for assessment of researchers and academics and also for peer reviewing;
- Self-archiving of research not published in accredited journals;
- One-stop collection of Unisa's research and intellectual production;
- Sharing of knowledge internationally;
- Open access to all, including those who cannot afford journal subscriptions;
- Interoperability with other repositories;
- Agreements with publishers;
- Persistent URLs allow stable access to research information.

What are the submission criteria?

- The work must be produced by the Unisa Community or donated to Unisa;
- The work must be scholarly or research oriented;
- Research articles should be peer reviewed;
- The work must not be ephemeral;
- The motivation for submission should be long-term preservation;
- The work must be in a digital format;
- The work should be complete and ready for publication;
- Copyright permission for all items submitted to the Unisa IR must, where necessary, be obtained in advance.

What types of material will be included?

- Articles and papers published in journals;
- Pre-prints and post-prints of papers published in journals;
- Theses;
- Books and chapters in books;
- Conference papers and posters;
- Working papers;
- Audio-visual materials, e.g. images, sound recordings, videos;
- Journals of the institution;
- Research datasets;
- Digital versions of artifacts and paintings.

What types of material will be excluded?

- Administrative material, e.g. annual reports and minutes of meetings;
- Personal information;
- Commercial material;
- Temporary learning objects, e.g. tutorial letters, full text digital articles and digital images of a temporary nature, e.g. articles on the Library e-Reserves;
- If plagiarism has been proven or copyright has been violated;
- If exclusion or removal has been approved by Senate.

How do copyright principles apply to the Unisa IR?

- All items in the Unisa IR are subject to the South African Copyright Act No. 98 of 1978 (as amended);
- Unisa is not liable for any legal action resulting from submissions that infringe on another party's copyright;
- The copyright owner must grant the right to preserve and distribute work via the Unisa IR to Unisa;
- It is the responsibility of submitters to obtain distribution licenses where necessary and to familiarize themselves with the self-archiving policies of the various national and international publishers;
- Where necessary, and upon request, the Unisa Library will assist submitters in the pursuit of distribution licenses. Please contact your Personal Librarian for assistance in this regard.

What is "open access"?

Open access is the availability of peer reviewed literature on the public internet, which permits any user to read, download, copy, distribute, print, or link, with the possibility of searching for the full-texts of these articles, crawl them for indexing, pass them as data software, or use them for any other lawful purpose, without financial, legal or technical barriers other than those inseparable from gaining access to the internet itself.

Characteristics of Open Access:

- The publisher charges directly for the service of publication/ dissemination - Costs covered by 'article processing charge' (APC)
- No barriers to access such as subscription costs
- Research immediately and permanently available via the Internet - citations
- Licensed so as to allow redistribution and reuse (Creative Commons)
- Archived permanently in an internationally recognized repository (e.g. PubMed Central/WDS etc) - in multiple locations to ensure long term access (DOI's)

Gold Open Access

- ***Article processing charges for the article to be published freely available, for example BioMed Central, Springer Open, Wiley's Open Access Journals, OASIS OpenJournals***

Green Open Access

Self-archiving – author archive the manuscript in a repository

- ***Post-print, pre-print or publisher's version***
- ***Embargo period could apply***

How do open access principles apply to the Unisa IR?

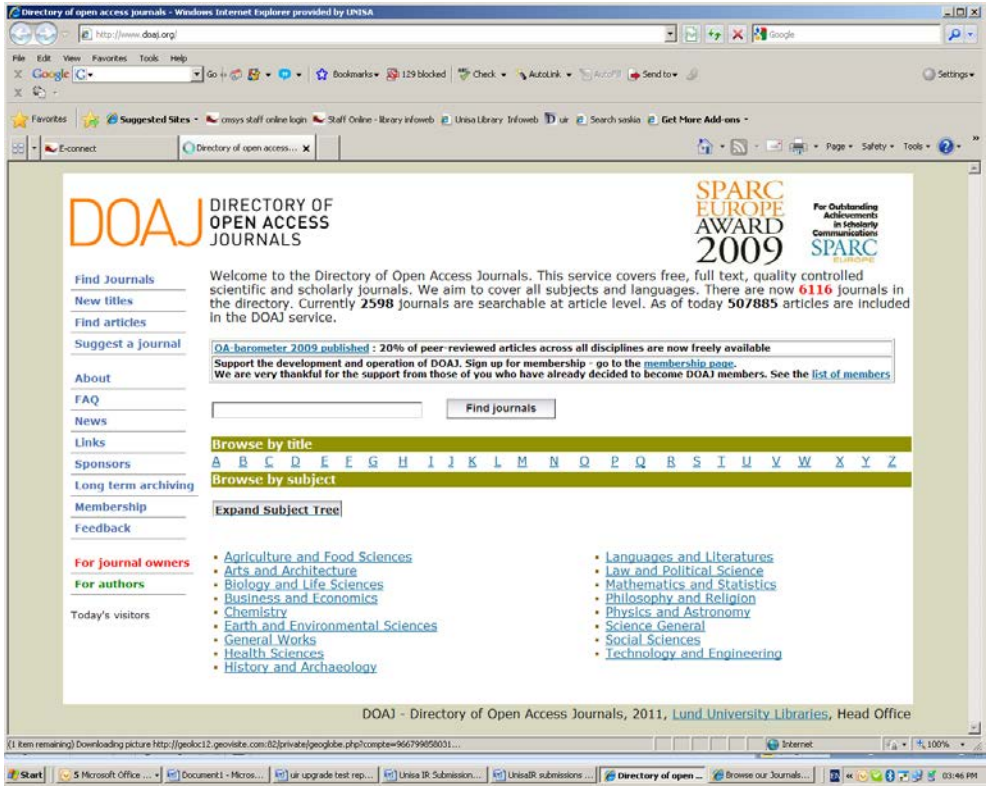
Access to the full-text of articles is subject to permission from the publisher. Access will not be provided if permission is in doubt or not available. In such cases, an abstract will be made available for external Internet searches so that maximum research visibility can be achieved. Access to the full text will be suppressed for a period if such an embargo is prescribed by the publisher or funder.

Unisa strongly recommends that transfer of copyright be avoided.

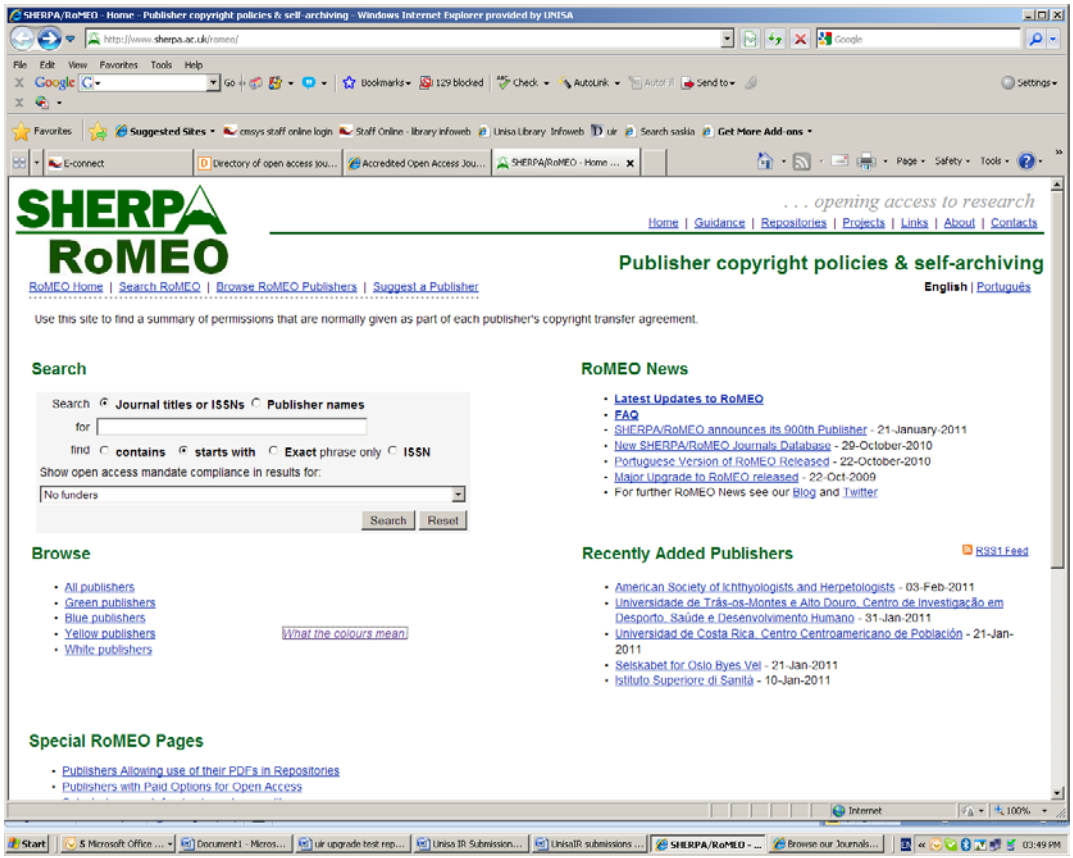
Researchers are encouraged to negotiate copyright terms with publishers if they do not allow archiving, reuse or sharing. This can be done by adding an author addendum (**see Appendix A**) to a publishing contract.

Authors are encouraged to publish their research articles in accredited open access journals.

The Directory of Open Access Journals is an international list of open access journals



The SHERPA ROMEO website can be consulted for the copyright and self-archiving policies of publishers and journals.


SHERPA/RoMEO - Home - Publisher copyright policies & self-archiving - Windows Internet Explorer provided by UNISA
SHERPA RoMEO
. . . opening access to research
Home | Guidance | Repositories | Projects | Links | About | Contacts
Publisher copyright policies & self-archiving
RoMEO Home | Search RoMEO | Browse RoMEO Publishers | Suggest a Publisher
English | Português
Use this site to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement.
Search
Search Journal titles or ISSNs Publisher names
for
find contains starts with Exact phrase only ISSN
Show open access mandate compliance in results for:
No funders
Search Reset
RoMEO News
Latest Updates to RoMEO
FAQ
SHERPA/RoMEO announces its 900th Publisher - 21-January-2011
New SHERPA/RoMEO Journals Database - 29-October-2010
Portuguese Version of RoMEO Released - 22-October-2010
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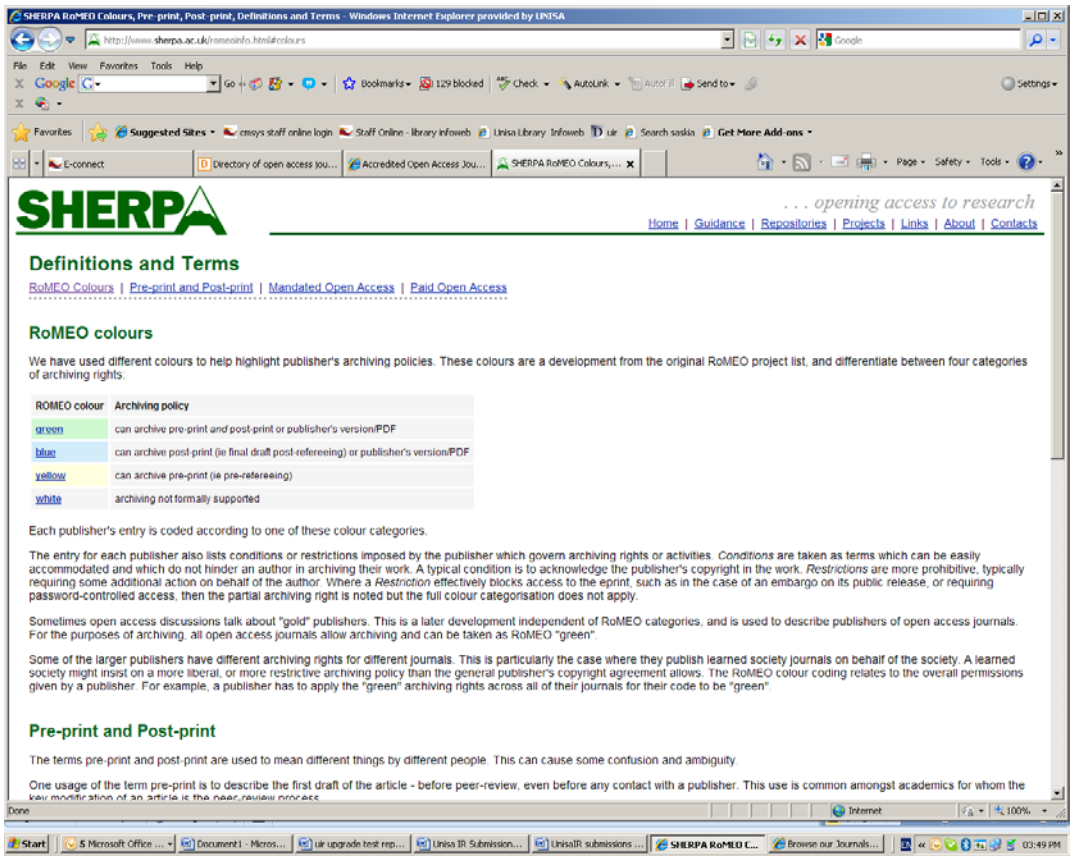
Browse
All publishers
Green publishers
Blue publishers
Yellow publishers
White publishers
What the colours mean
Recently Added Publishers
RSS1 Feed
American Society of Ichthyologists and Herpetologists - 03-Feb-2011
Universidade de Trás-os-Montes e Alto Douro, Centro de Investigação em Desporto, Saúde e Desenvolvimento Humano - 31-Jan-2011
Universidad de Costa Rica, Centro Centroamericano de Población - 21-Jan-2011
Selskabet for Oslo Byes Vel - 21-Jan-2011
Istituto Superiore di Sanità - 10-Jan-2011
Special RoMEO Pages
Publishers Allowing use of their PDFs in Repositories
Publishers with Paid Options for Open Access


SHERPA RoMEO Colours, Pre-print, Post-print, Definitions and Terms - Windows Internet Explorer provided by UNISA
SHERPA
. . . opening access to research
Home | Guidance | Repositories | Projects | Links | About | Contacts
Definitions and Terms
RoMEO Colours | Pre-print and Post-print | Mandated Open Access | Paid Open Access
RoMEO colours
We have used different colours to help highlight publisher's archiving policies. These colours are a development from the original RoMEO project list, and differentiate between four categories of archiving rights:
ROMEO colour | Archiving policy
green | can archive pre-print and post-print or publisher's version/PDF
blue | can archive post-print (ie final draft post-refereeing) or publisher's version/PDF
yellow | can archive pre-print (ie pre-refereeing)
white | archiving not formally supported
Each publisher's entry is coded according to one of these colour categories.
The entry for each publisher also lists conditions or restrictions imposed by the publisher which govern archiving rights or activities. Conditions are taken as terms which can be easily accommodated and which do not hinder an author in archiving their work. A typical condition is to acknowledge the publisher's copyright in the work. Restrictions are more prohibitive, typically requiring some additional action on behalf of the author. Where a Restriction effectively blocks access to the eprint, such as in the case of an embargo on its public release, or requiring password-controlled access, then the partial archiving right is noted but the full colour categorisation does not apply.
Sometimes open access discussions talk about "gold" publishers. This is a later development independent of RoMEO categories, and is used to describe publishers of open access journals. For the purposes of archiving, all open access journals allow archiving and can be taken as RoMEO "green".
Some of the larger publishers have different archiving rights for different journals. This is particularly the case where they publish learned society journals on behalf of the society. A learned society might insist on a more liberal, or more restrictive archiving policy than the general publisher's copyright agreement allows. The RoMEO colour coding relates to the overall permissions given by a publisher. For example, a publisher has to apply the "green" archiving rights across all of their journals for their code to be "green".
Pre-print and Post-print
The terms pre-print and post-print are used to mean different things by different people. This can cause some confusion and ambiguity.
One usage of the term pre-print is to describe the first draft of the article - before peer-review, even before any contact with a publisher. This use is common amongst academics for whom the

Examples of Open Access Publishers of accredited journals:

http://www.aosis.co.za/publishing

https://www.biomedcentral.com/

Scientific Electronic Library Online

http://www.scielo.org.za/

How to prepare your item for submission

If you are not the copyright owner, it is essential that you obtain permission to make your item available on the Unisa IR.

When submitting journal articles that have been published previously, please adhere to the publishers' policies on the SHERPA/RoMEO website at http://www.sherpa.ac.uk/romeo.php.

If a publisher's policy is not available on SHERPA RoMEO, please contact uir@unisa.ac.za for assistance.

Your item should preferably be submitted in pdf. Please contact uir@unisa.ac.za if you need assistance in this regard.

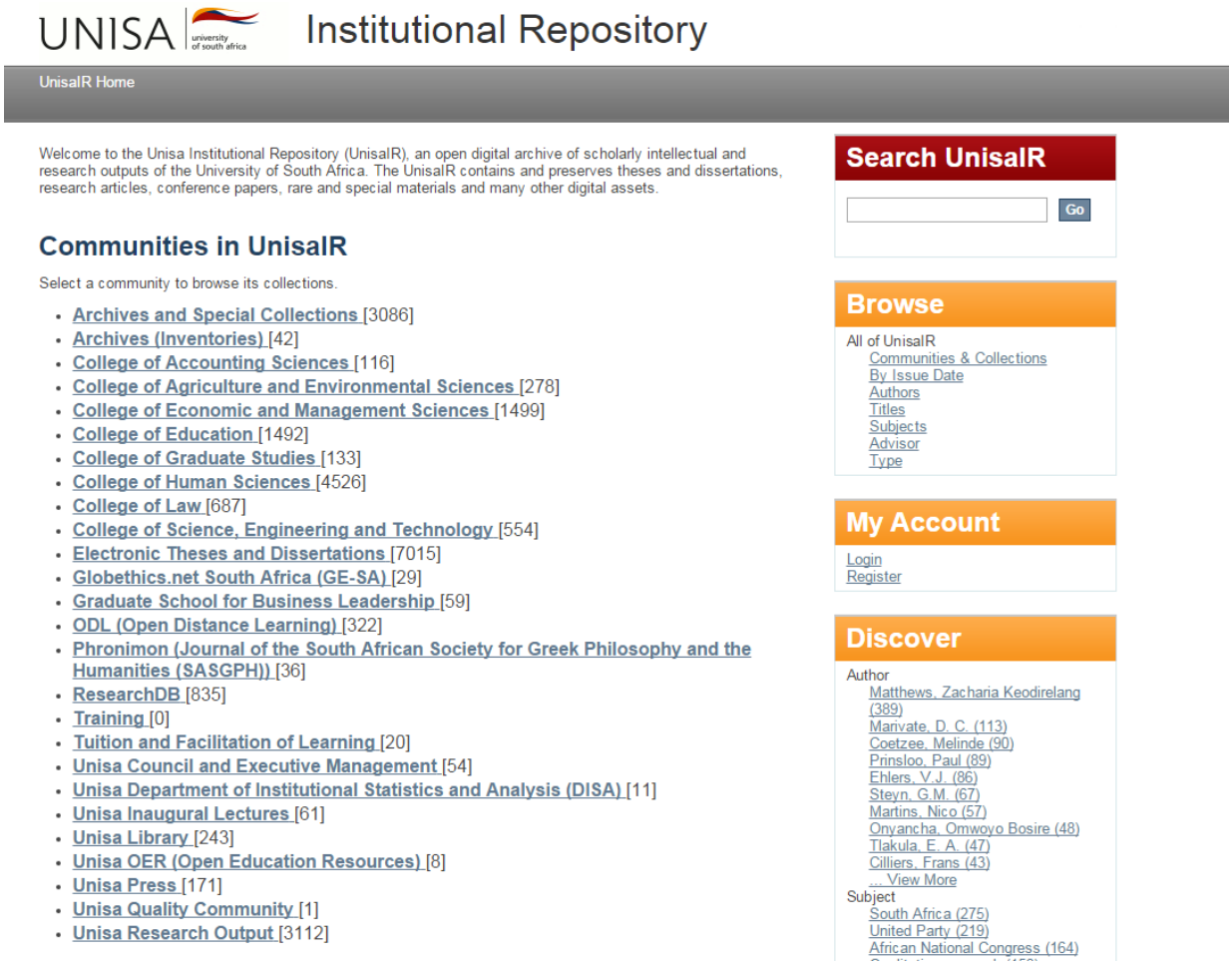
Adhere to formal file naming conventions, e.g. keep file names short and descriptive, use lower case, avoid spaces, and use alphabetical letters and numbers only.

Once you have completed the above steps, visit the Unisa IR by going to either www.unisa.ac.za > **Library** > **Institutional repository**

OR
simply open your Web browser and type in http://uir.unisa.ac.za/.

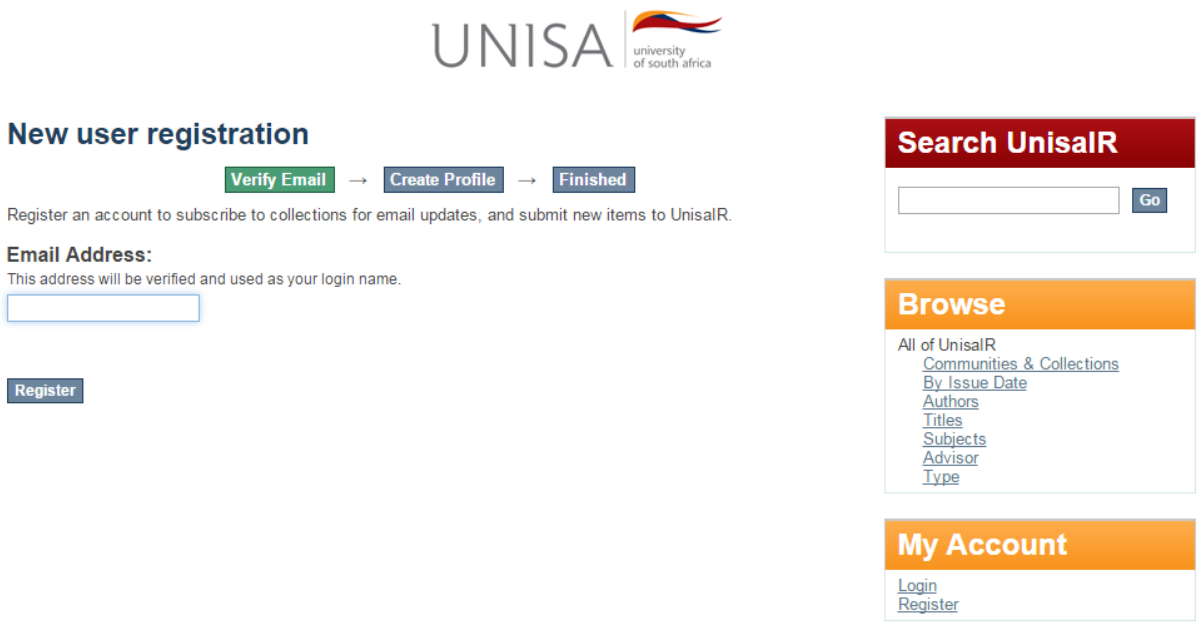
How do I register to become a submitter?

You need to register to obtain a Unisa user ID before you can submit your items.
Go to the Unisa IR home page at http://uir.unisa.ac.za



Click on **Register** under **My Account** and follow the link displayed in the box. Type your email address in the space provided. An email will be sent to you. ***Please use your Unisa email address to register.***

The **New user registration** page will open.
Type your email address in the provided space for example: watkapj@unisa.ac.za.

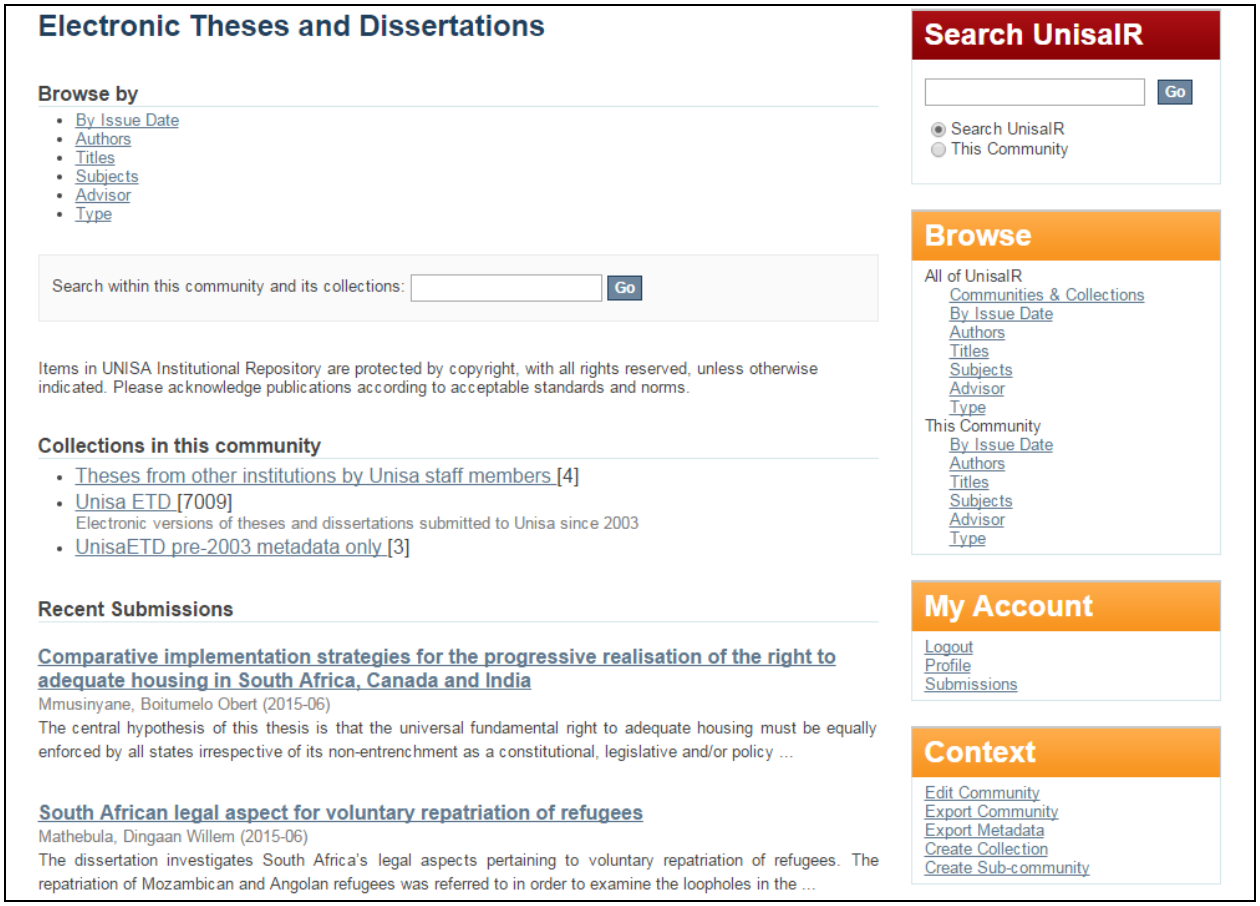


Go to your email inbox and follow the steps to create your password. Then send an email to your Personal Librarian to request submission rights and indicate the collection to which you wish submit items. The Personal Librarian will forward your request to the Unisa IR Administrator.

You will be informed as soon as the rights have been assigned, and you can then start submitting your items to the Unisa IR.

If you are already registered, the system will warn you that your email is already in use. In this case you can just login or reset your password if you have forgotten it.
By clicking on **reset password** an email will be sent to your email address. It will contain a link that you have to follow that will allow you to create a new password.

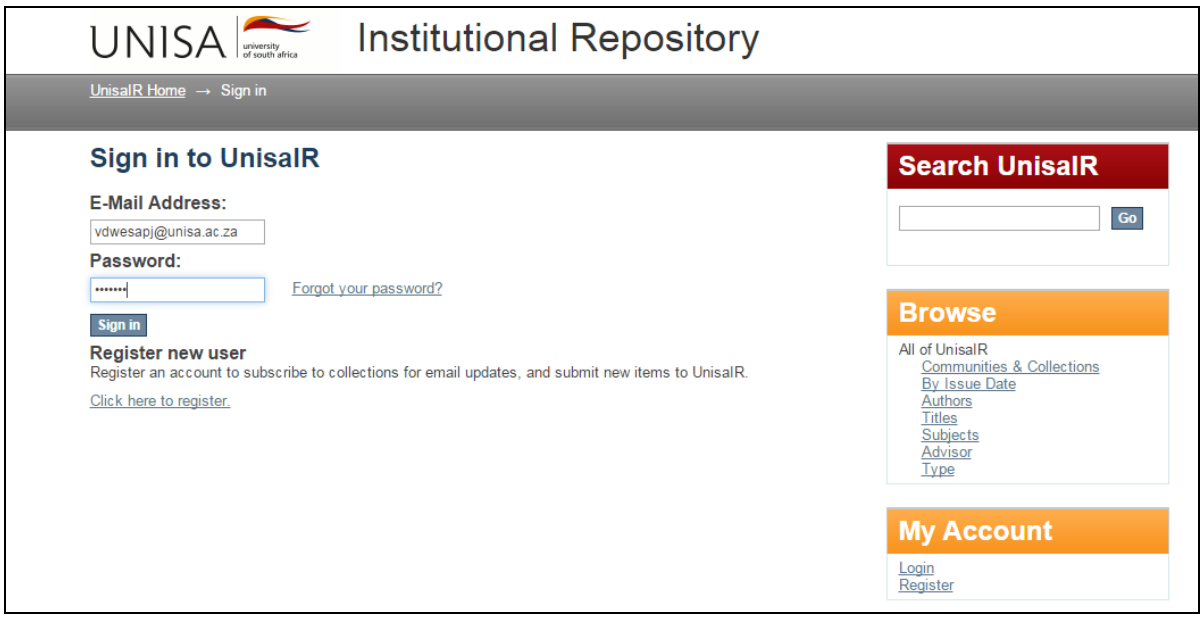
By opening the link that was emailed to you, you will receive the next page:



Complete the details on the form and send an email to your Personal Librarian to request that submission rights are assigned to you. Please remember to indicate the collection that you would like to submit items to.

Once you have been notified that your rights have been assigned, you are ready to start submitting to the UnisaIR.

To sign on to the Unisa IR, type in your username (i.e. your email address) and your password and click on **Log In**.



How do I submit an item to the Unisa IR?

Go to http://uir.unisa.ac.za and login at **My Account**

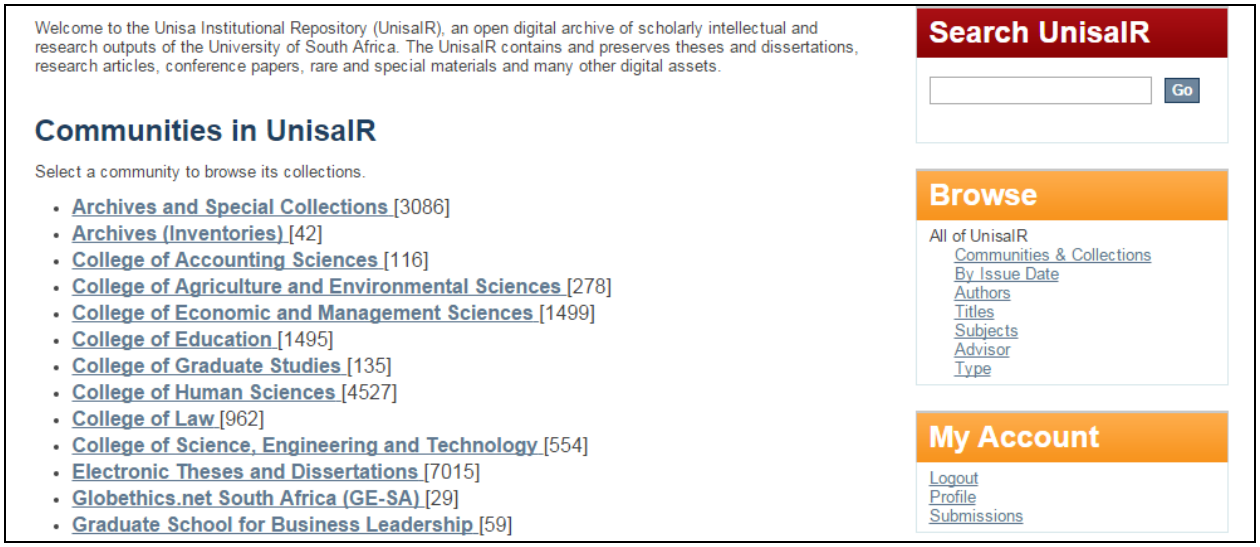
Select the name of the collection to which you would like to submit, and click on **Next**.

Then follow the steps described in the screens below.

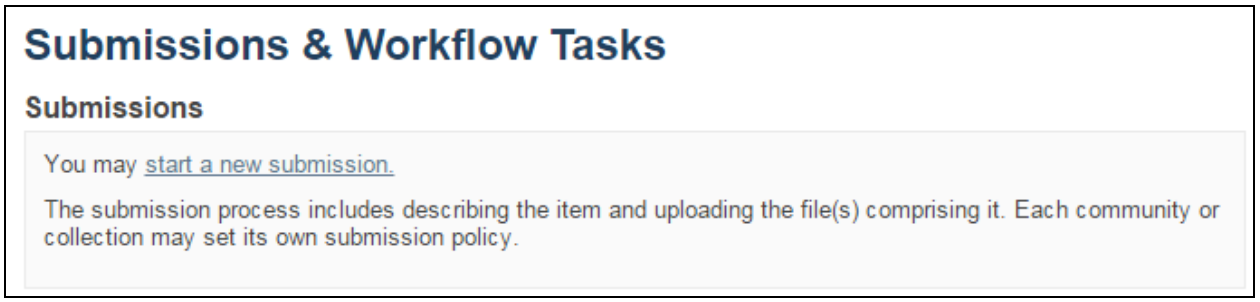
Be sure to be in the collection and not community.

Alternatively you can start a submission as follows:

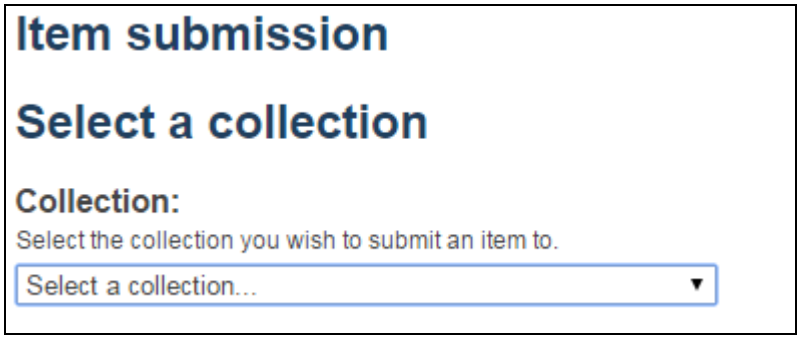
After logging in, go directly to submissions.

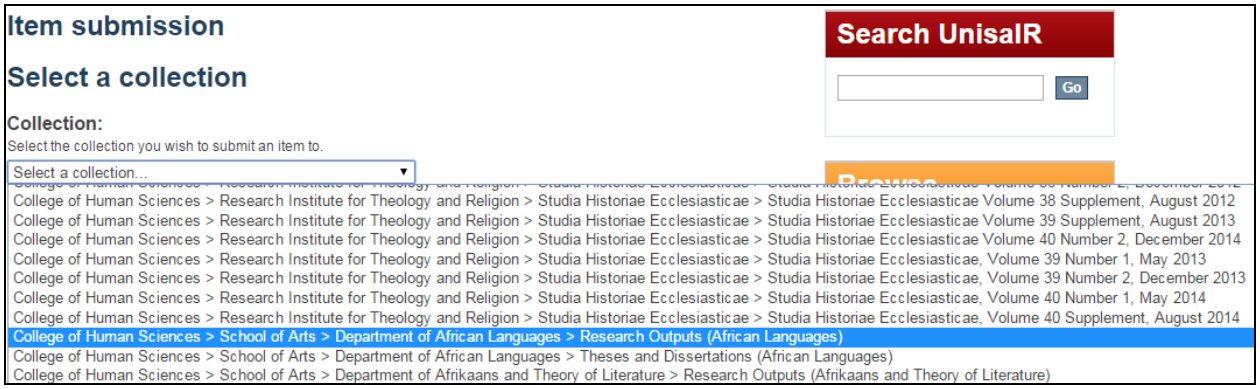


Click on **start a new submission**.



Now select a collection





Step 2: Describe your item

Guidelines for description

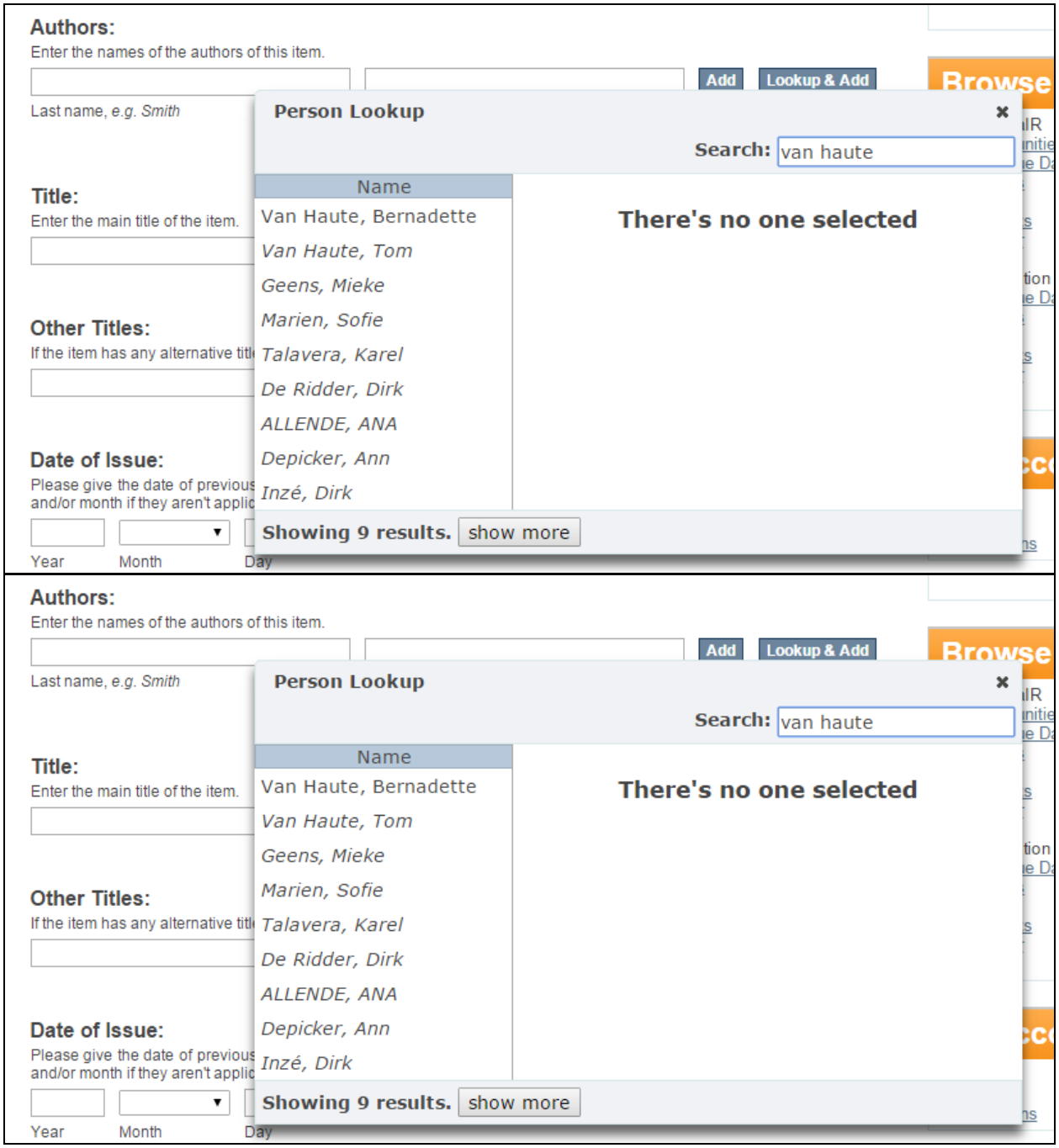
The information required on the following screens will depend upon the choices you made on the first screen. Use the following guidelines to describe your item:

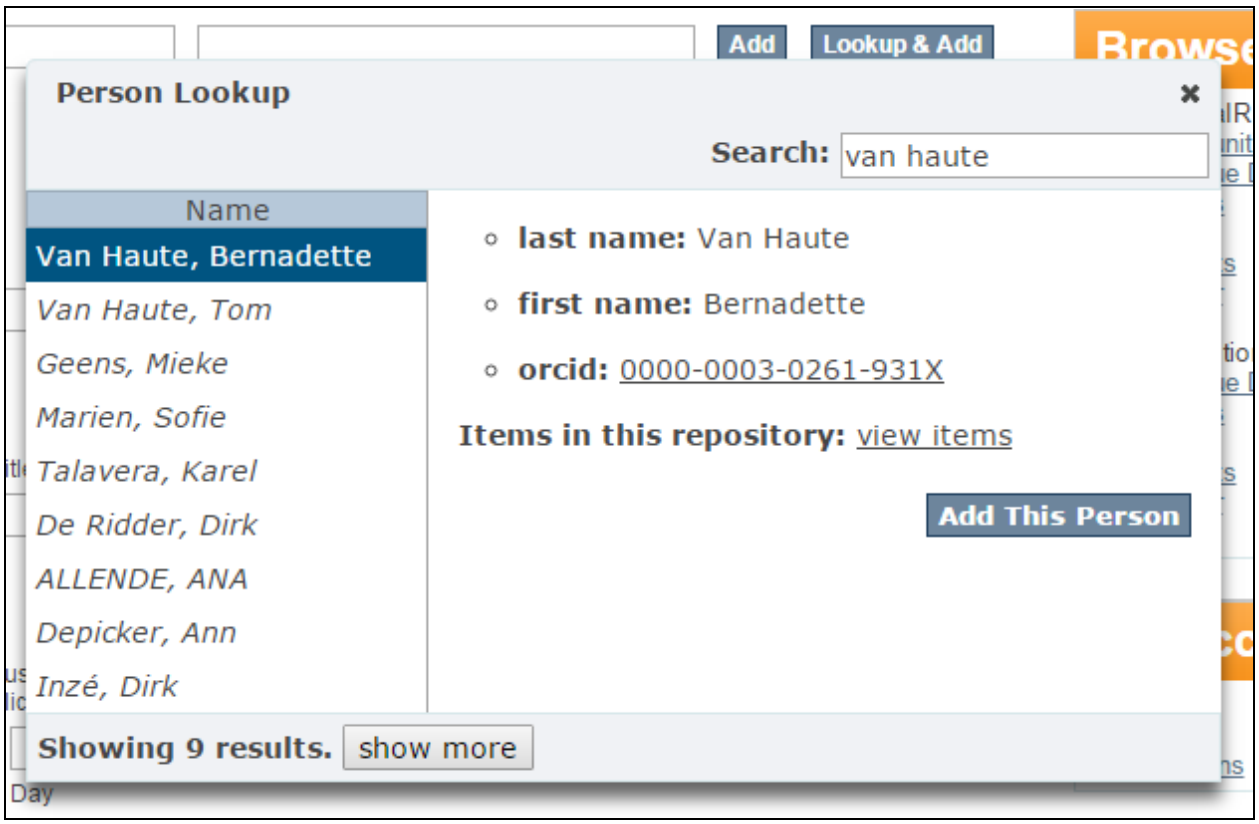
Title*	Mandatory. No full stops at the end of titles. Use sentence case.
Other Titles	For example, translated title, alternative title.
Author*	No spaces between initials. Full stop after each initial. If there is more than one author, then click on **Add More**. Put *Unknown* if unknown.
Advisor, Editor, Illustrator, Other Contributors	Complete if applicable.
Publisher	Name of publisher, e.g. Unisa Press.
Date of issue*	Mandatory. Date of previous publication or distribution.
Date of Creation	Original date document, media, item, etc., was created.
Citation	Enter citation for previously issued instance of item according to preference given by your department e.g. Fourie, Pieter J. 2005. 'Journalism studies: The need to think about journalists' thinking.' *Ecquid Novi* 26(2):142-158.
Series/Report No.	For example, the DVD or CD number, file name, etc.
Identifier	Identification numbers or codes associated with item.
Type*	Select the type of content you are submitting. Hold CTRL down to select more than one type if necessary.
Language*	Language of the main content (file) of the item.

Enter the appropriate information in the provided spaces. The more complete the information the more completely your item will be indexed.

Click on **Next** to proceed to the following screen

Step 3: Describe your item


Authors:
Enter the names of the authors of this item.
Add
Lookup & Add
Last name, e.g. Smith
Person Lookup
Search: van haute
Name
Van Haute, Bernadette
Van Haute, Tom
Geens, Mieke
Marien, Sofie
Talavera, Karel
De Ridder, Dirk
ALLENDE, ANA
Depicker, Ann
Inzé, Dirk
There's no one selected
Showing 9 results.
show more
Title:
Enter the main title of the item.
Other Titles:
If the item has any alternative titl
Date of Issue:
Please give the date of previous
and/or month if they aren't applic
Year
Month
Day
Browse


Add
Lookup & Add
Person Lookup
Search: van haute
Name
Van Haute, Bernadette
Van Haute, Tom
Geens, Mieke
Marien, Sofie
Talavera, Karel
De Ridder, Dirk
ALLENDE, ANA
Depicker, Ann
Inzé, Dirk
last name: Van Haute
first name: Bernadette
orcid: 0000-0003-0261-931X
Items in this repository: view items
Add This Person
Showing 9 results. show more

UNISA university of south africa

Describe Item

Authors:

Enter the names of the authors of this item.

Add | Lookup & Add

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

Van Haute, Bernadette

Remove selected

Title:

Enter the main title of the item.

Mandatory. No full stops at the end of titles. Use sentence case.

Other Titles:

If the item has any alternative titles, please enter them here.

Add

Date of Issue:

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

2015 | Year | Month | Day

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item.

Van Haute, Bernadette (2015) Black tronies in seventeenth-century Flemish art and the Africa

UNISA university of south africa

Series/Report No.:

Enter the series and number assigned to this item by your community.

Series Name | Report or paper No. | Add

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

ISSN | Add

issn:0004-3389

Remove selected

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Animation
Archival Material
Article
Book
Book chapter
Dataset

Language:

Select the language of the main content of the item. 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 a dataset or an image) please select 'N/A'.

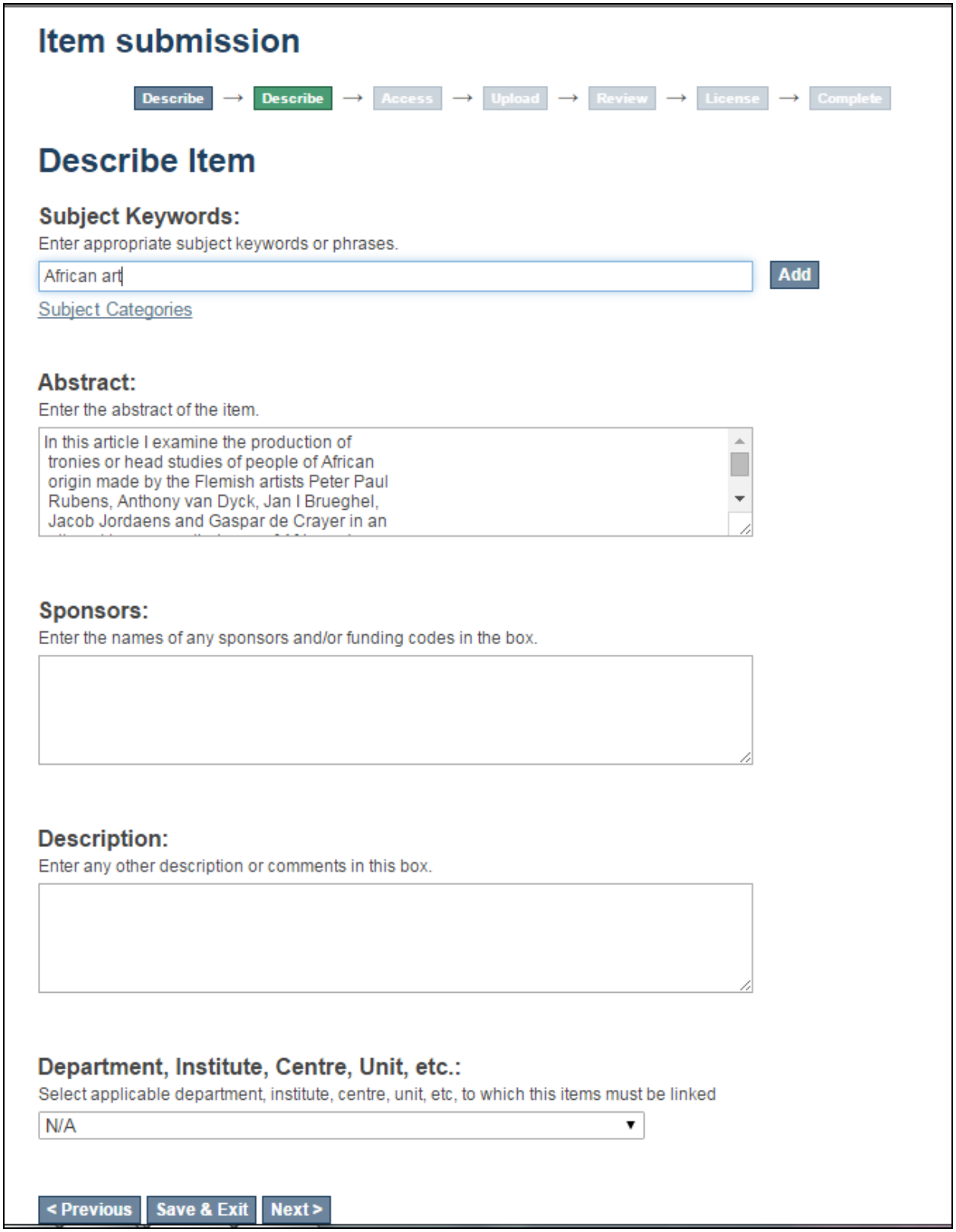
English

Save & Exit | Next >

Guidelines for description:

More Info. Available Online	Complete URL from authoritive website.
Subjects/ Keywords*	Compulsory. Use free language terms. Start with capital. Use sentence case. Click on **Add More** to add more keywords.
Abstract	Synopsis of item in the same language as the text of the item, as well as in English if original text is in a language not internationally used.
Sponsors	Names of individuals/organisations that sponsored the research.
Rights*	Compulsory. Acknowledge other sources. If unknown, put "Unknown" or "No rights apply".
Inquiries	Contact email address.
Description	Include more information about the item that is not provided for elsewhere.

Click on **Next** to proceed to the following screen.


Item submission
Describe → Describe → Access → Upload → Review → License → Complete
Describe Item
Subject Keywords:
Enter appropriate subject keywords or phrases.
African art
Add
Subject Categories
Abstract:
Enter the abstract of the item.
In this article I examine the production of
tronies or head studies of people of African
origin made by the Flemish artists Peter Paul
Rubens, Anthony van Dyck, Jan I Brueghel,
Jacob Jordaens and Gaspar de Crayer in an
Sponsors:
Enter the names of any sponsors and/or funding codes in the box.
Description:
Enter any other description or comments in this box.
Department, Institute, Centre, Unit, etc.:
Select applicable department, institute, centre, unit, etc, to which this items must be linked
N/A
< Previous
Save & Exit
Next >

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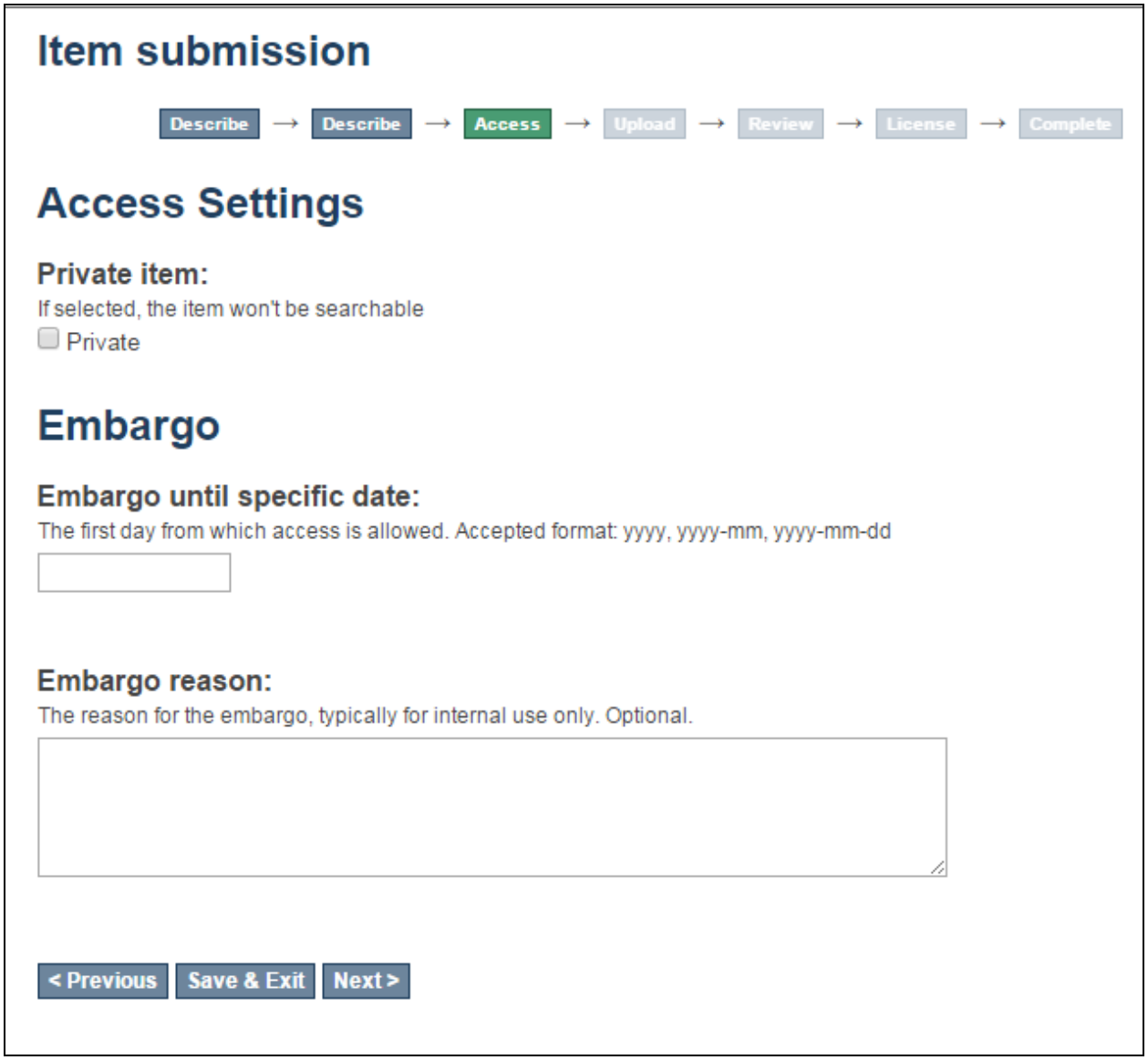
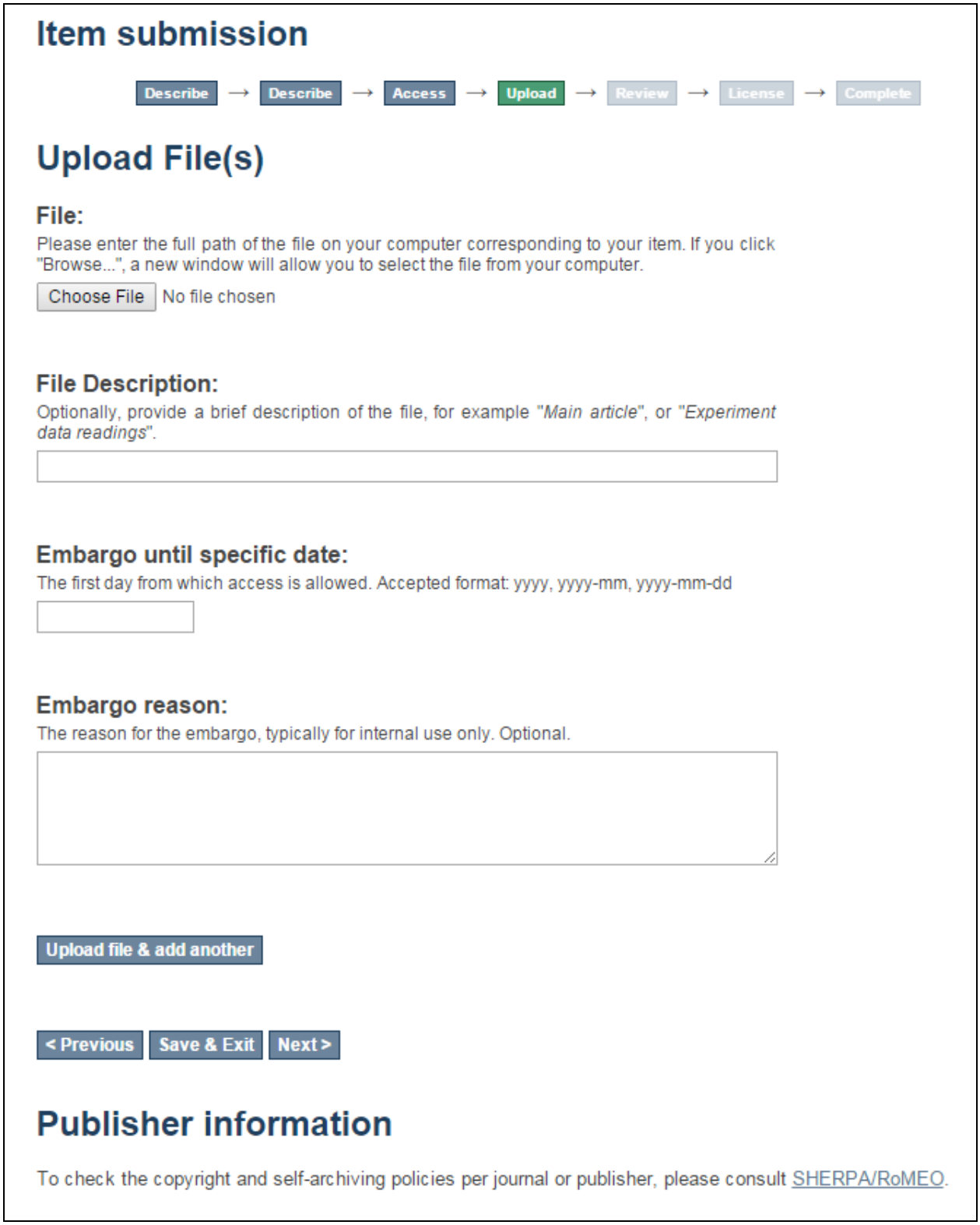


Step 4: Upload a file



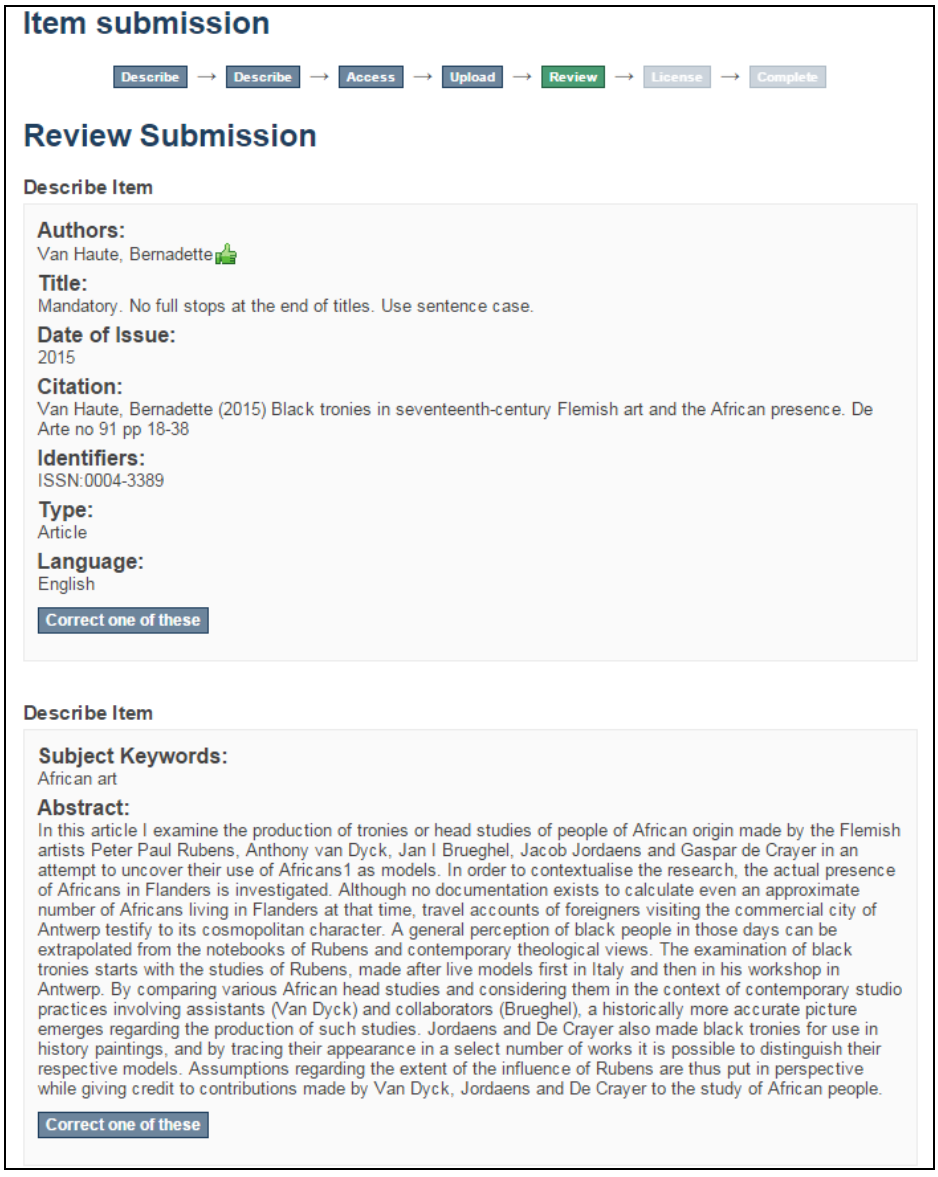
The file should be in the correct format. The .pdf format is preferred as it is more suitable for preservation purposes.

Browse for the file you want to attach, and add a **File Description**.

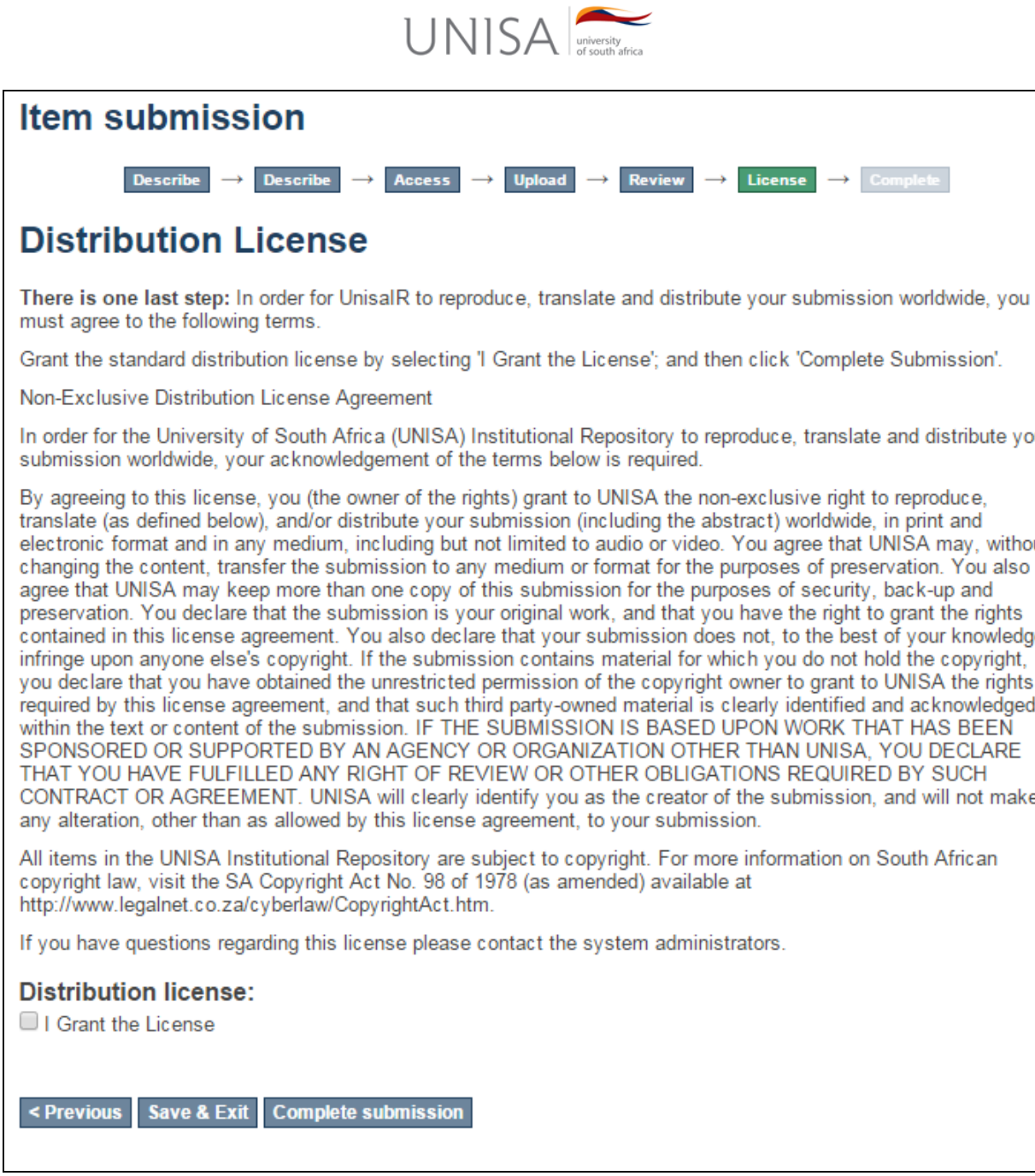
If you have selected the **More than one file** option on the first page, you will be prompted to add more than one file on this page.

Once you have added your files, click on **Next** to continue.

Step 5: Verify



You may verify or check the details of the record on this page and make amendments if necessary. Click on **Next** to proceed.


Item submission
Describe → Describe → Access → Upload → Review → License → Complete
Distribution License
There is one last step: In order for UnisaIR to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.
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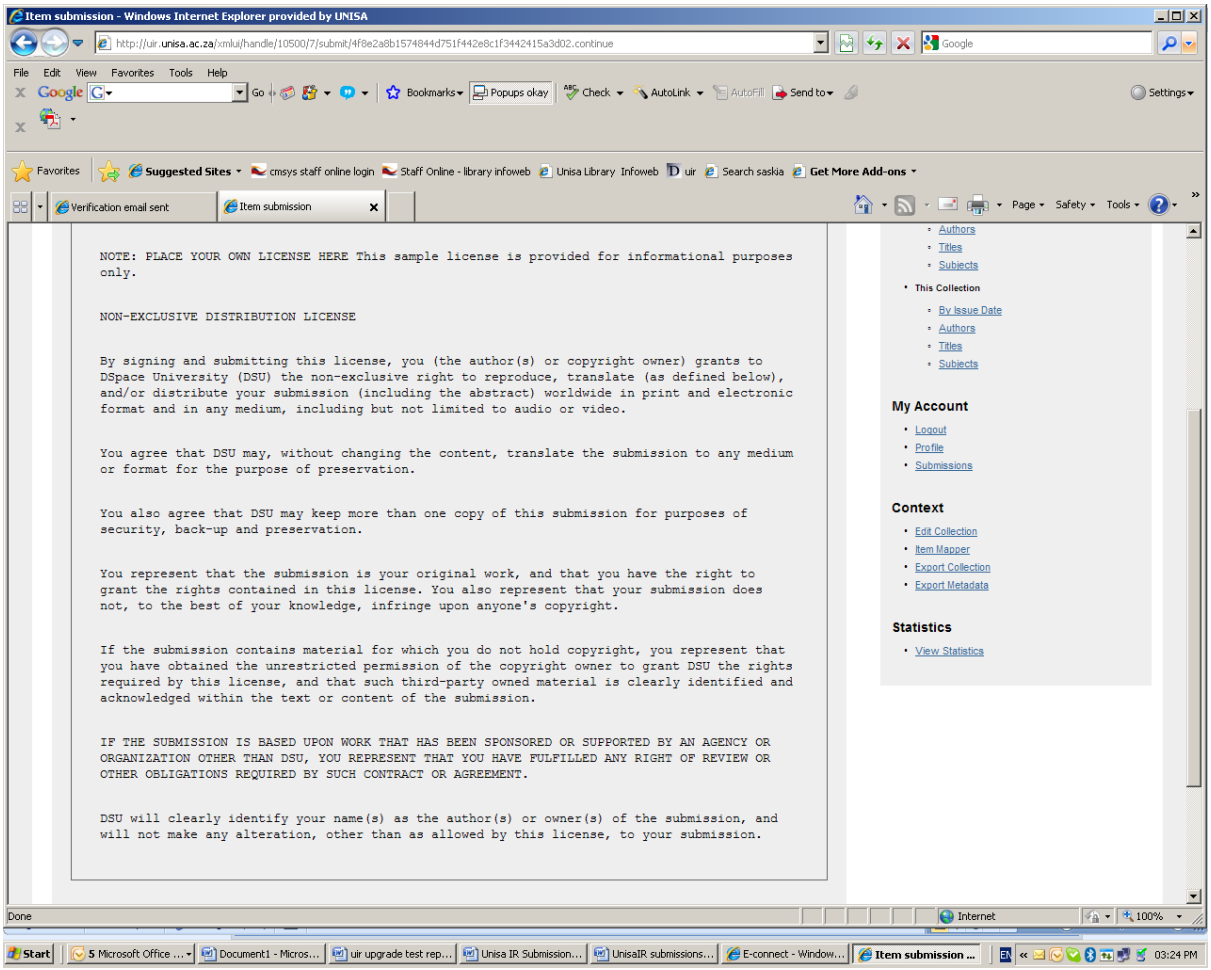

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