



Deposit and Publishing Process

Institutional Repository

The institutional repository offers different ways of publishing a document: self-archiving or "Green Road to Open Access" and two internal archiving mechanisms.

The publishing process may start with one of the following mechanisms:

1. SELF-ARCHIVING

The self-archiving mechanism or "Green Road to Open Access" is the main publishing mode of the service.

Self-archiving occurs when the author access the digital repository, logs in using his/her registered username and starts a request for a new submission.

2. INTERNAL ARCHIVING

The internal archiving process can occur in the following cases:

- The author contacts the repository management team to request the publication of a document, explaining the reason why he/she cannot proceed by using the self-archiving mode. In this case, the author must attach a PDF copy of the document and all the information required for publication.
- The author is contacted by the repository management team with a request for his/her work to be included on the repository. If the author agrees, he/she must indicate how he/she wants to proceed for the deposit of the work (self-archiving or internal archiving).

DEPOSIT AND PUBLISHING PROCESS

The process of depositing and publishing on the institutional repository involves the following stages: request for publication, internal review, approval or rejection of the request.





1. REQUEST FOR PUBLICATION

The first stage in self-archiving involves the author making a "request for publication" by starting a new submission and depositing the item in the system. He/she then logs into the system with his/her registered username and password, selects "Start a new submission" in the Ceibal Foundation Digital Collection and follows the five (5) steps of the system-guided deposit process:

- i. Describing the item by entering the metadata required by the form,
- ii. Uploading the document in PDF format,
- iii. Checking and confirming the information entered,
- iv. Selecting a Creative Commons (CC) licence for the publication of the work,
- v. Agreeing to grant a Non-Exclusive Distribution License in connection with the work.

During this stage, the user can cancel the process or save the progress made for later completion. If the submission process is not completed at that time, the item will be displayed as "unfinished submission" on the user's home page. From that point, the deposit process can be resumed, the information entered can be edited or the request can be cancelled.

If the deposit process is completed, the item will be visible on the user's home page as "submission under review."

INTERNAL REVIEW

Once the previous stage has been completed, the item will be deposited and will go through a process of internal review by the repository management team.

The team will analyze the request of publication and its compliance with the Open Access Policy of Ceibal Foundation's. The information entered may also be corrected and/or edited.

In all cases, the publishing process will end with the approval or rejection of the request for publication.

APPROVAL - REJECTION OF THE REQUEST

The approval of a publication request will be subject to the review process and previous submission of the Non-Exclusive Distribution License which the authors must grant in connection with the work.

For this purpose, the authors must download the license, fill in the required fields, sign, scan and submit the document via e-mail to the repository management service.





Under no circumstances should a document be published without a signed Non-Exclusive Distribution License.

The request for publication may be rejected for either of the following reasons:

- The document does not meet the quality and relevance criteria established in the Ceibal Foundation's Institutional Open Access Policy.
- The author does not provide all the necessary information during the deposit and publishing process. If the work is rejected, the author will receive a notice stating the reason, and he/she will have the opportunity to correct the information provided – and restart the deposit process – or abandon the request and remove it from the system.

