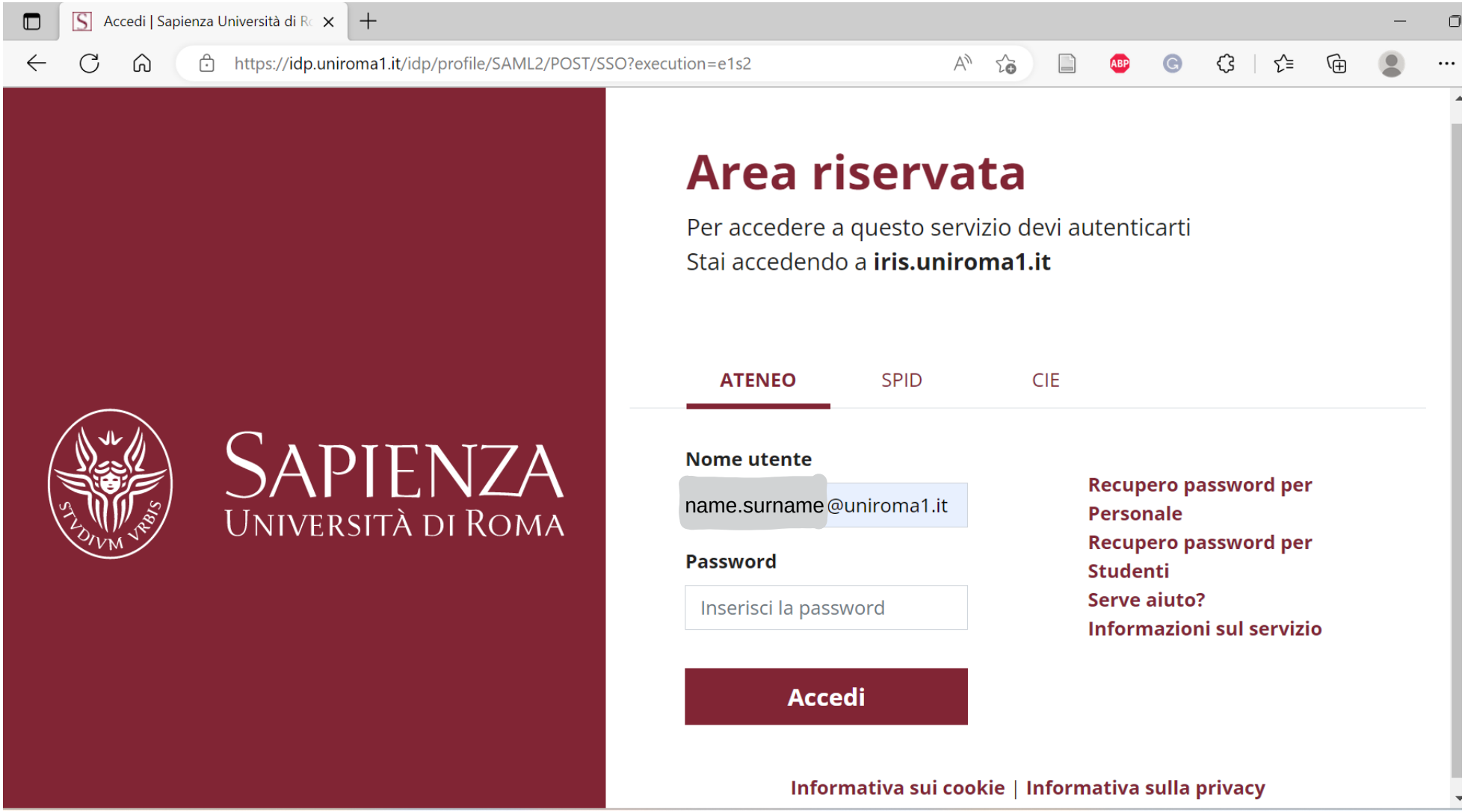
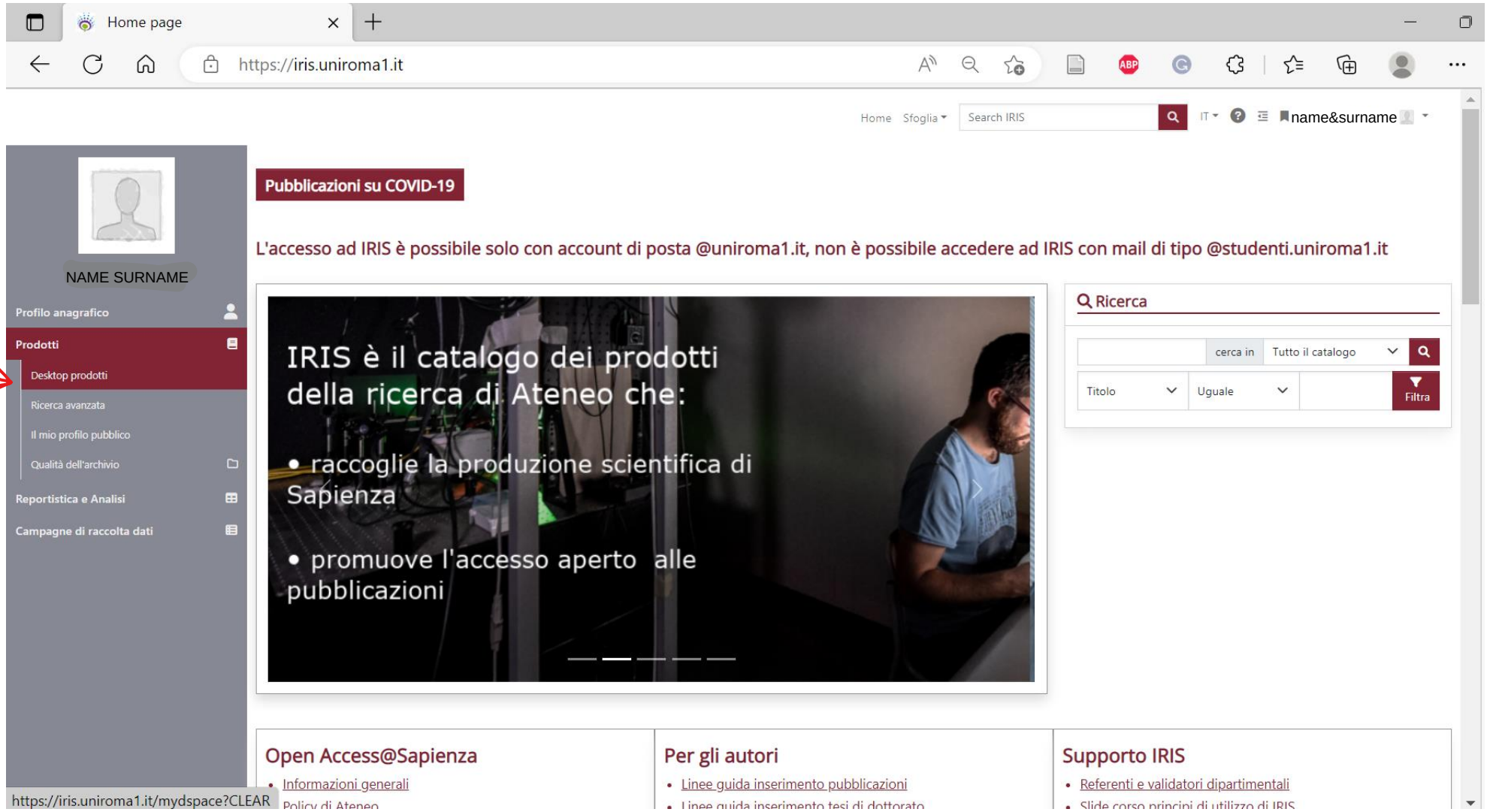
IRIS – guidelines in English

Login here: [Accedi | Sapienza Università di Roma (uniroma1.it)]

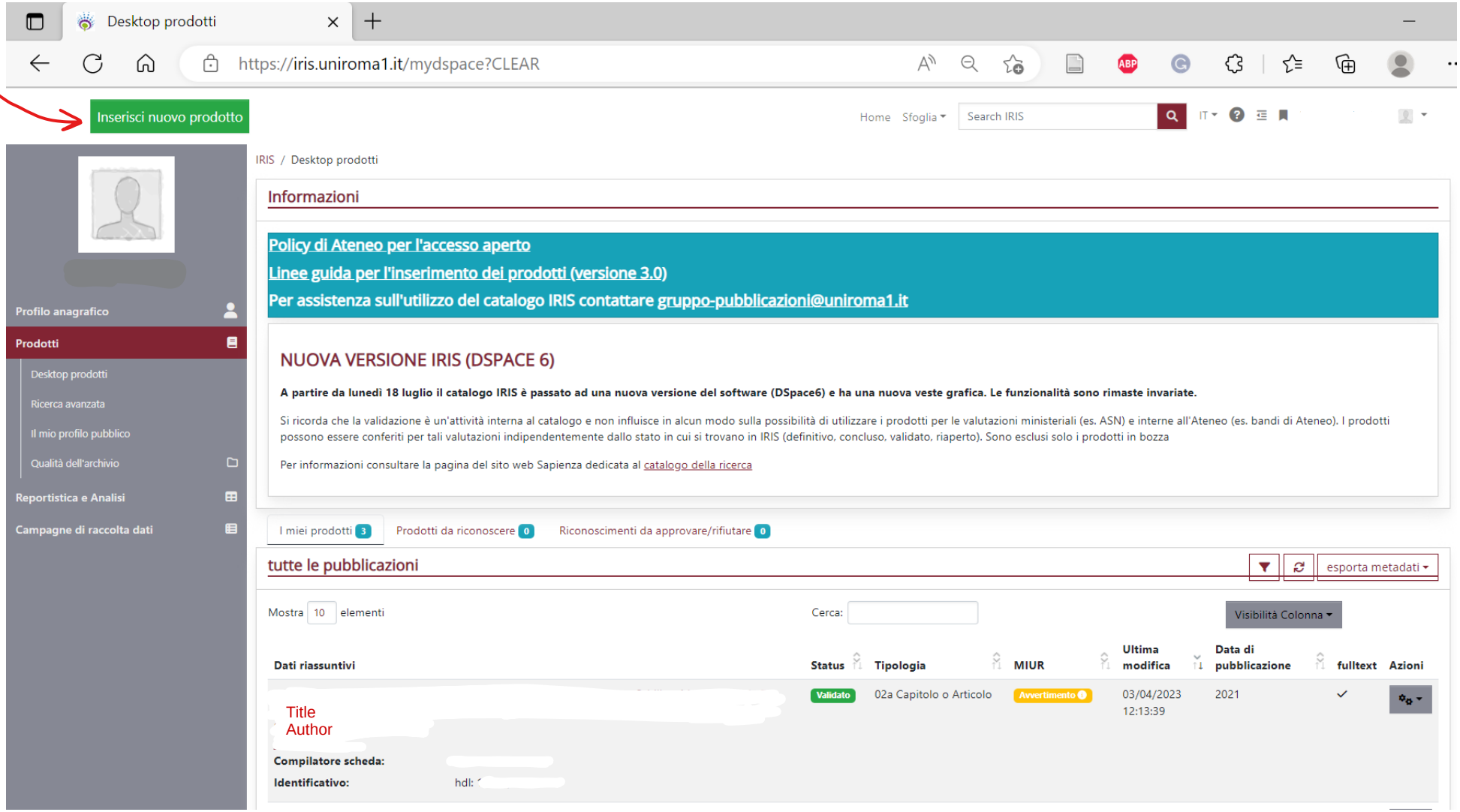
Your “Nome utente” is your Sapienza E-Mail account and the password is the one you set for it



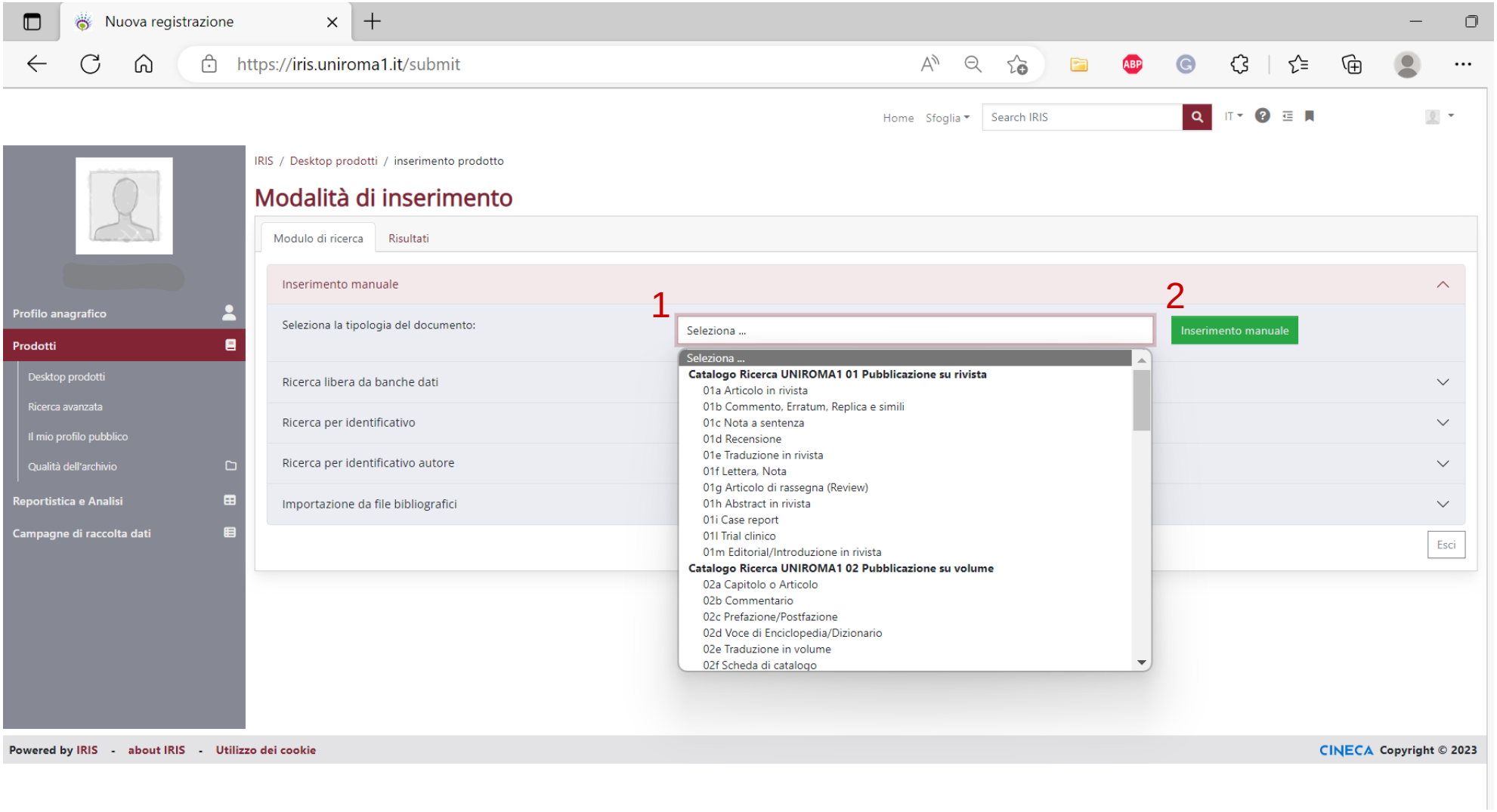
1. **Select "Desktop prodotti" on the menu on the left of your personal page:**



2. **Now select "Inserisci nuovo prodotto" (in the English version: New product) on the top left of the page:**



3. **SELECT THE KIND OF DOCUMENT YOU ARE UPLOADING (see the following pages for a list of some of the categories):**



4. **Once you have selected the category, select "INSERIMENTO MANUALE", to go to the next page.**

You can pick one of the following categories (this list is not complete, but should cover the most common categories):

Catalogo Ricerca UNIROMA1 01 Pubblicazione su rivista	01 > Publications in Journal
01a Articolo in rivista	01a Article in a Journal
01b Commento, Erratum, Replica e simili	01b Comment, Erratum, Reply and others
01c Nota a sentenza	01c
01d Recensione	01d Review
01e Traduzione in rivista	01e Translation in Journal
01f Lettera, Nota	01f Letter, Annotation
01g Articolo di rassegna (Review)	01g
01h Abstract in rivista	01h Abstract in Journal
01i Case report	01i
01l Trial clinico	01l
01m Editorial/Introduzione in rivista	01m Editorial/Introduction in journal

Catalogo Ricerca UNIROMA1 02 Pubblicazione su volume	02 > Publications in a book
02a Capitolo o Articolo	02a Chapter/article in a book
02b Commentario	02b
02c Prefazione/Postfazione	02c Preface/Postface
02d Voce di Enciclopedia/Dizionario	02d Encyclopaedic/Dictionary page
02e Traduzione in volume	02e Translation in a book
02f Scheda di catalogo	02f Catalogue sheet
02g Introduzione in volume	02g Introduction

Catalogo Ricerca UNIROMA1 03 Monografia	03 Monography
03a Saggio, Trattato Scientifico	03a Essay
03b Edizione Critica	03b Critical edition
03c Manuale Didattico	03c Didactic handbook
03d Bibliografia	03d Bibliography
03e Traduzione di libro	03e Translation of book
03f Concordanza	03f
03g Indice	03g Index
03h Pubblicazione di fonti inedite	03h Publication of previously unpublished sources
03i Dizionario	03i Dictionary
03l Commento scientifico	03l Scientific comment

Catalogo Ricerca UNIROMA1 04 Pubblicazione in atti di convegno	04 Conference proceedings
04b Atto di convegno in volume	04b Conference proceedings in a book
04c Atto di convegno in rivista	04c Conference proceedings in a journal
04d Abstract in atti di convegno	04d Abstract in conference proceedings
04e Traduzione di atto di convegno in volume	04e Translation of Conference proceedings in a book
04f Poster	04f Poster
04g Traduzione di atto di convegno in rivista	04g Translation of Conference proceedings in a journal
04h Atto di convegno in rivista scientifica o di classe A	04h Conference proceedings in a scientific journal

Catalogo Ricerca UNIROMA1 06 Curatela	06 Editing
06a Curatela	06a Editing
Catalogo Ricerca UNIROMA1 07 Tesi di Dottorato	07 Doctoral Thesis
07a Tesi di Dottorato	
07b Tesi di Dottorato (EX-Padis)	

Catalogo Ricerca UNIROMA1 13 Altro ministeriale	13 Ministerial publications
13a Altro ministeriale	13a Other ministerial publication
13b Working paper	13b
13c Pubblicazione su portale	13c Publication on ministerial website

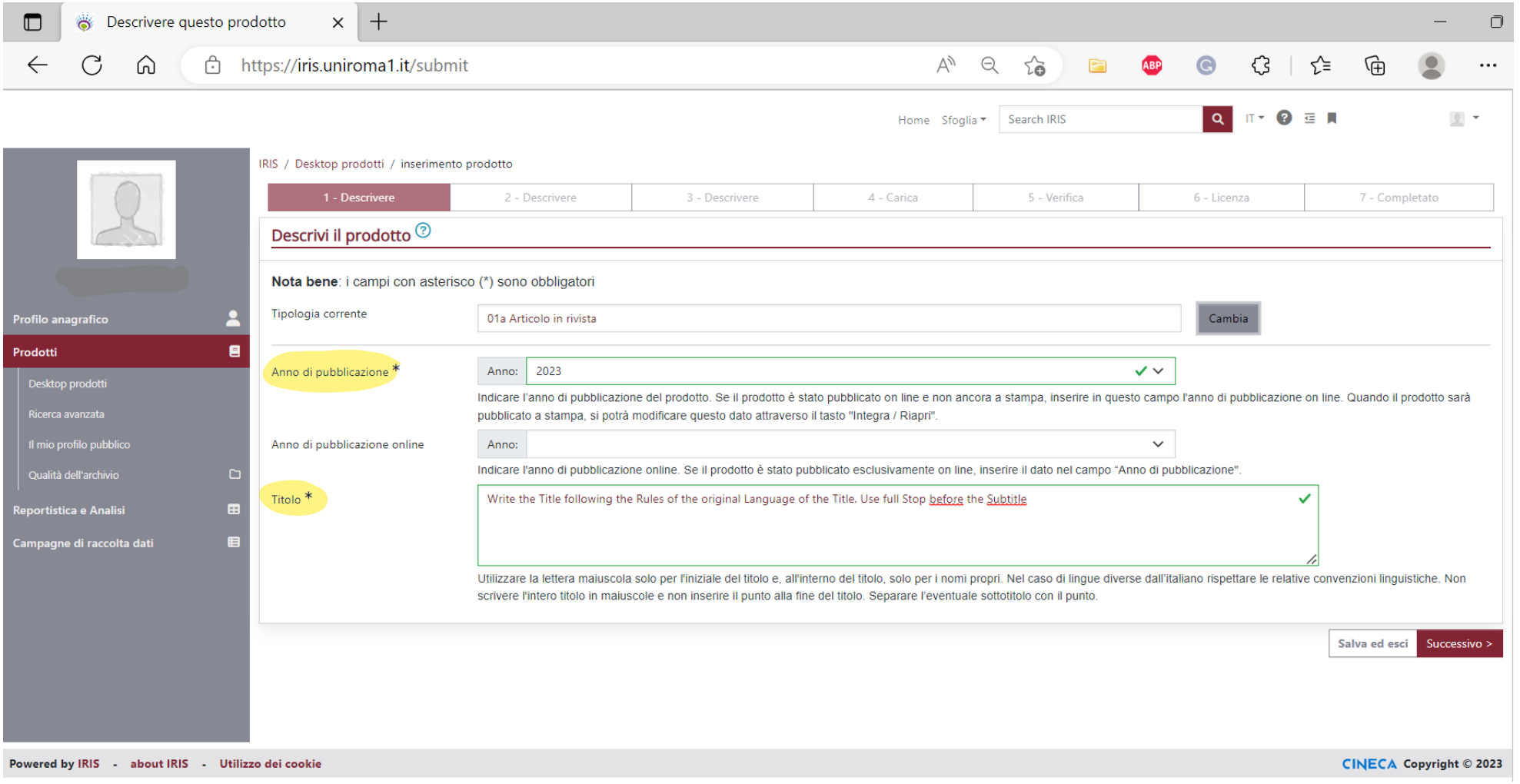
Catalogo Ricerca UNIROMA1 14 Altri risultati legati alla ricerca	
14a Premio o riconoscimento scientifico	14a Scientific award
14b Direzione di collana scientifica	14b Editorship of scientific publication series
14c Direzione o co-direzione (associate editor) di rivista	14c Editorship (and co-editorship) of journal
14d Direzione di scavo archeologico o campagna naturalistica	14d
14e Direzione o coordinamento di cantiere di restauro	14e
14f Ideazione, progettazione o ordinamento di manifestazione	14f Organization of an event
14g Organizzazione di convegni	14g Conference organizing committee
14h Organizzazione o curatela di mostra o esposizione	14h Organization of exhibition
14i Membro di comitati di valutazione	14i
14l Membro di editorial board di rivista	14l Membership of the editorial committee of a journal
14m Membro di consiglio scientifico	14m
14n Membro di comitati di premi scientifici	14n
14o Visitatore straniero presso Sapienza	14o Foreign visitor at Sapienza
14p Visita presso Università o Ente di ricerca estero (almeno un mese)	14p Visit at a foreign institution (at least one month stay)
14q Membro di comitato scientifico di rivista o altra opera	14q Membership of scientific committee of journal or other
14r Direzione di master universitario	14r
14s Intervento a convegno non pubblicato	14s Unpublished conference paper

According to the kind of publication you are recording, you will be asked to give slightly different information, but there are some fields that are common to different kinds of publications. Here you will find an example that covers the category "Article in a journal".

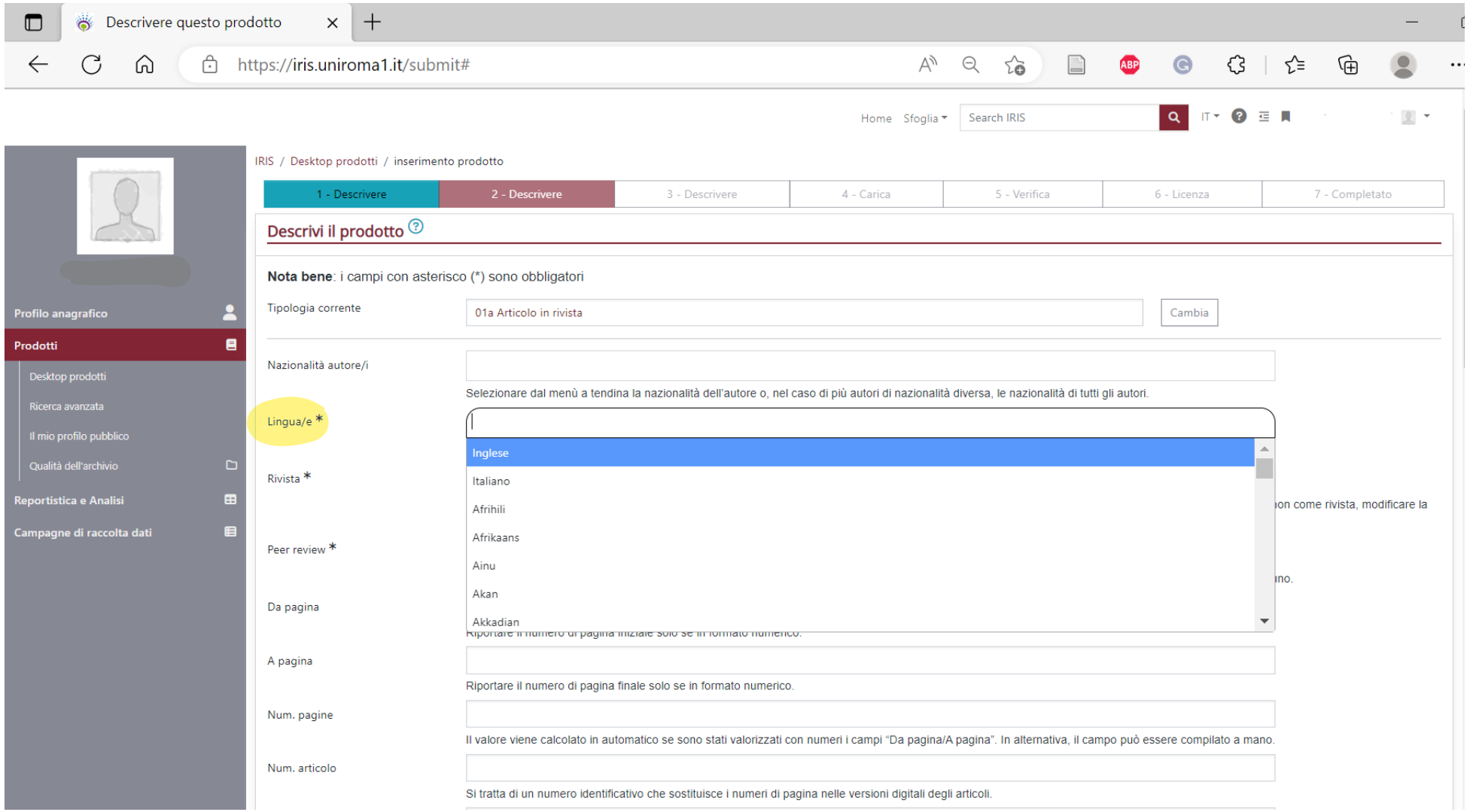
Mandatory information is marked in IRIS with *

5. **Information to fill in after selecting the category:**

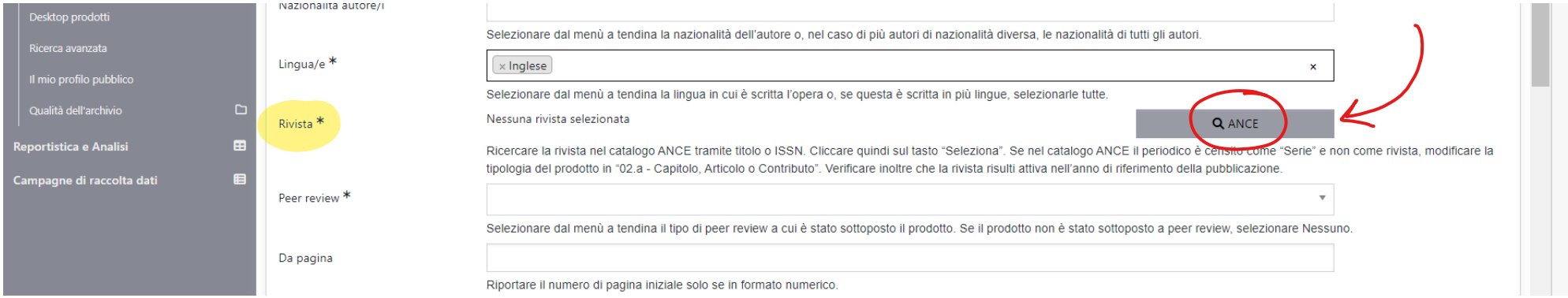
- **Anno di pubblicazione: YEAR OF PUBLICATION***
- **Titolo: TITLE* (to type the title follow the rules that apply to the original language of the title)**



6. Further information: Select the language/s of the document.

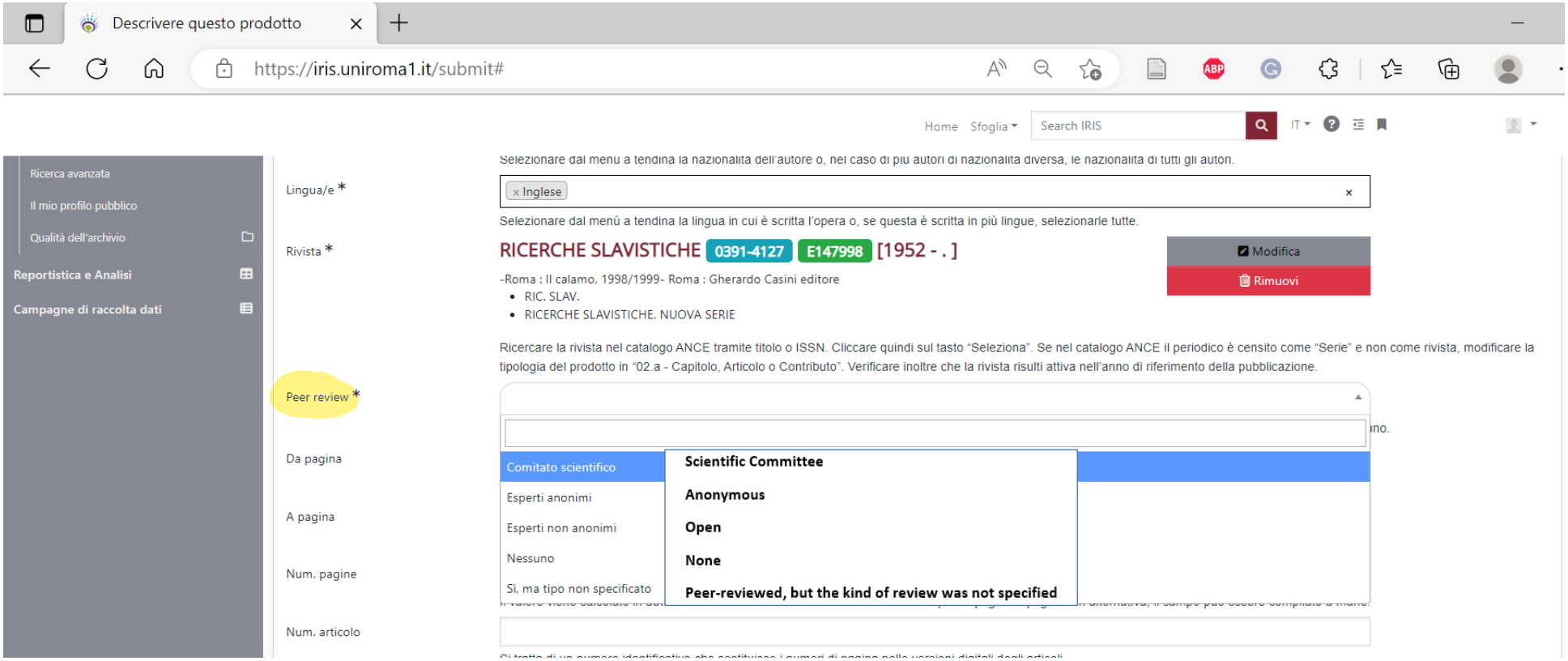


7. **On the same page you will have to find and select the journal where you published your contribution. Click “ANCE” to look for the journal.**



You can use the title of the journal, the ISSN code or ANCE code. You may have more than one result from which to pick (pay attention to the dates of activity) or no result at all: in that case you will need to select “richiedi inserimento ANCE” (and fill in request with title and editor of the journal).

8. **Select the kind of peer review your contribution went through:**

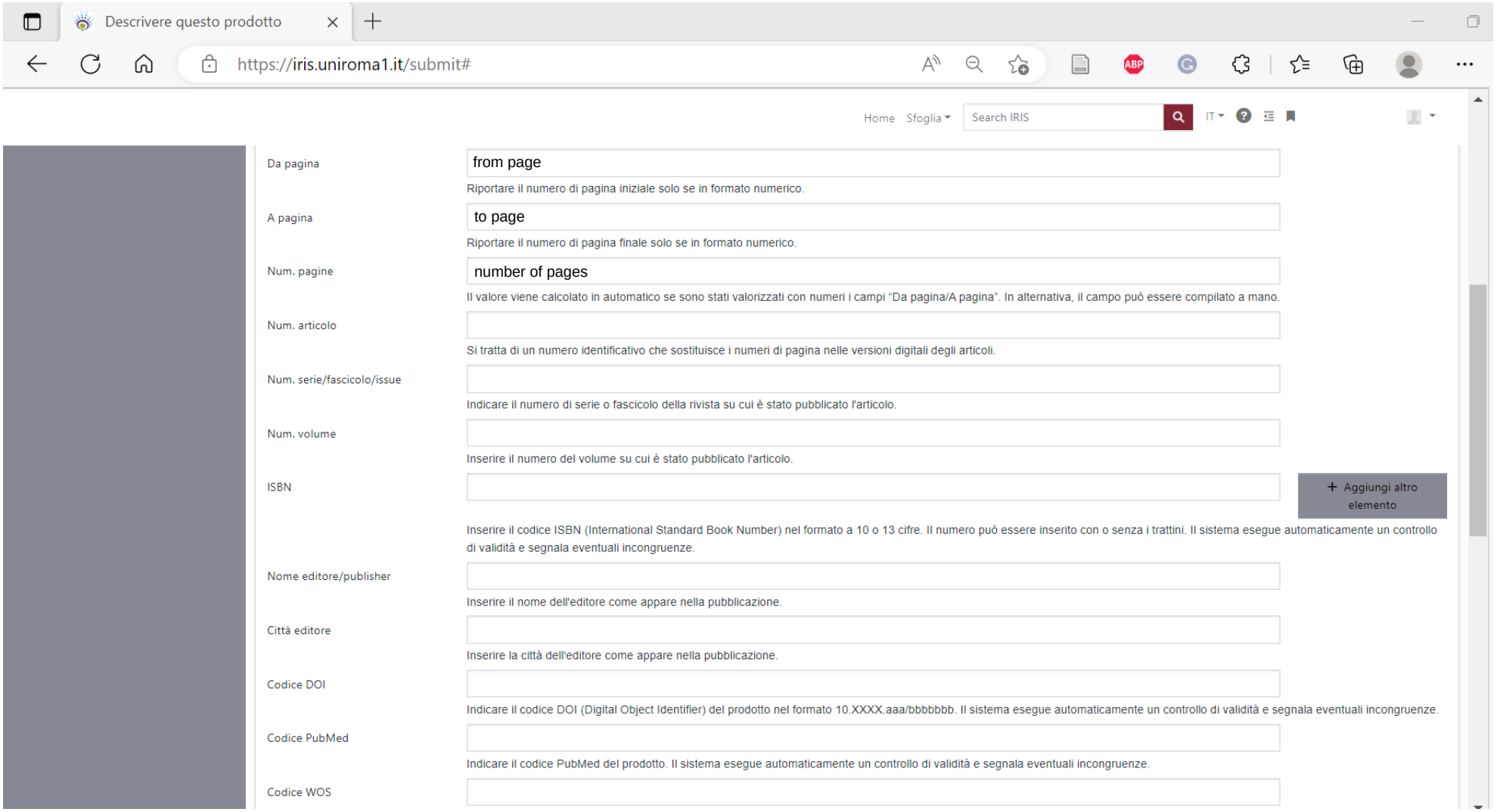


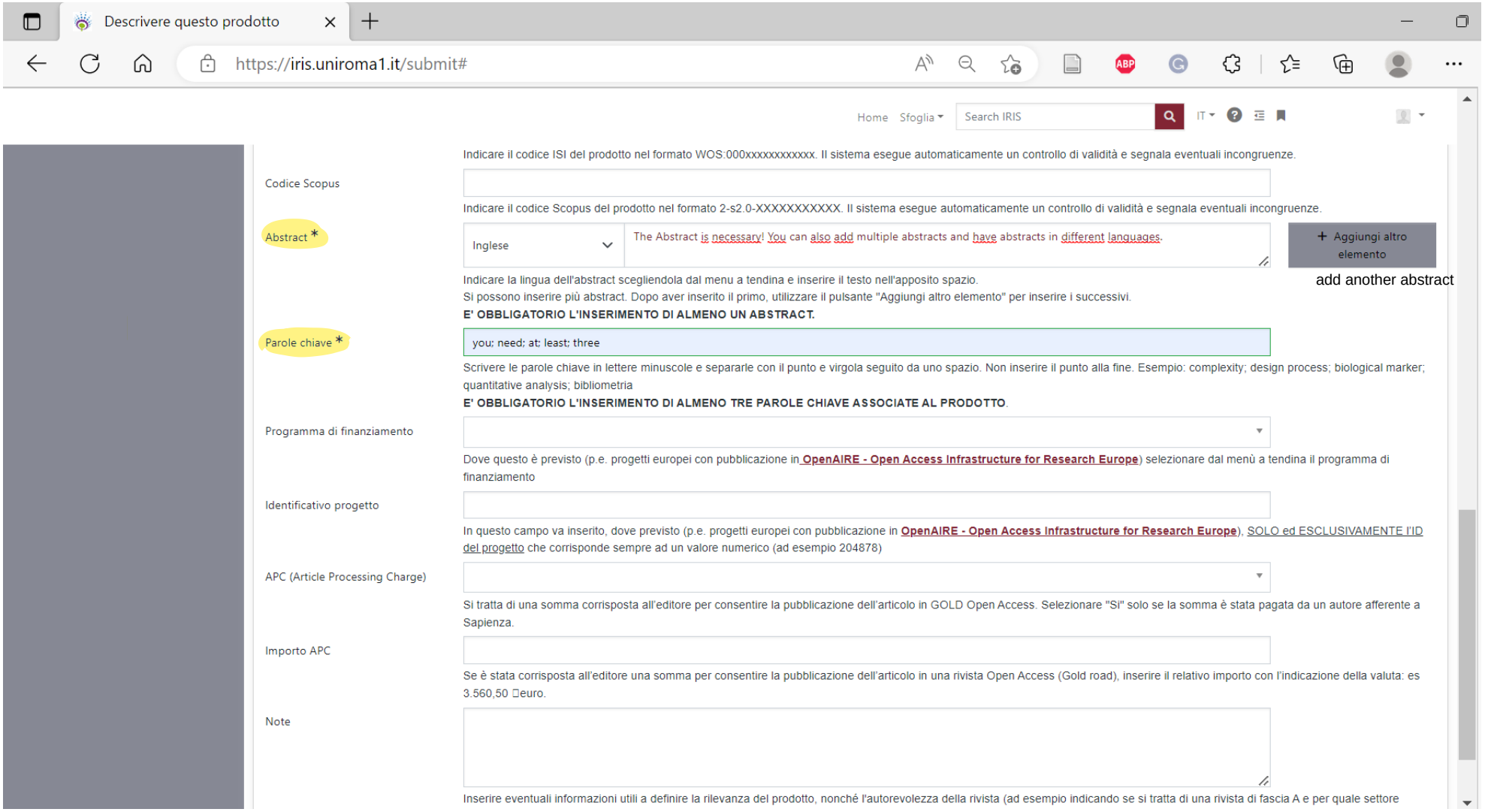
9. **Fill in other information:**

Only ABSTRACT and KEYWORDS are mandatory information. You need to add

- **At least one abstract**
- **At least 3 keywords (separated by a semicolon ;)**

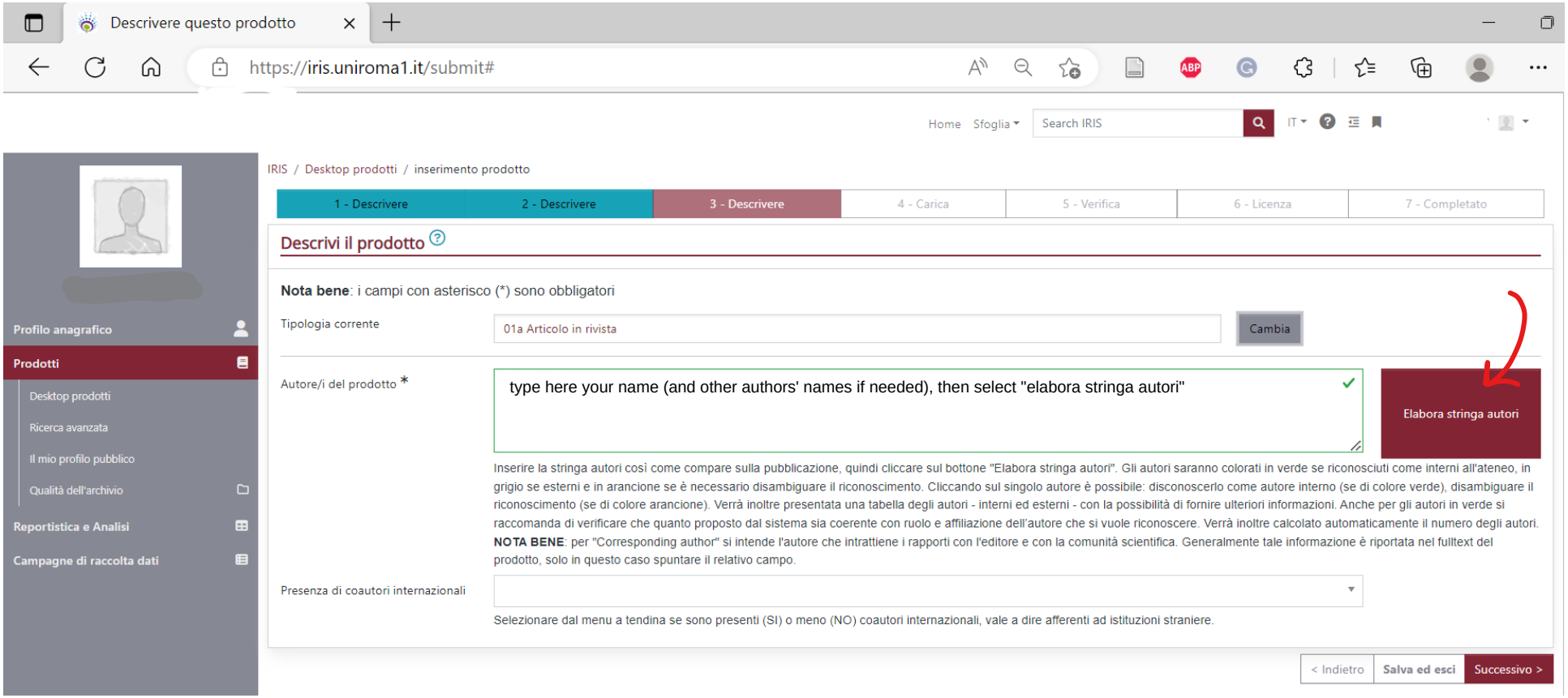
(See the following pages for more detail about other fields)

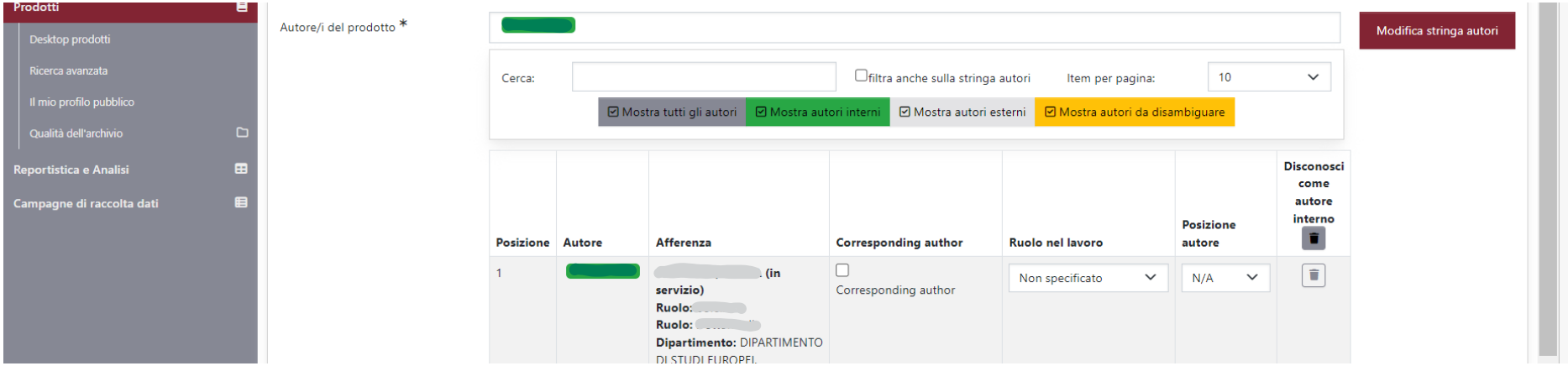

Descrivere questo prodotto
https://iris.uniroma1.it/submit#
Home
Sfoglia
Search IRIS
IT
Da pagina
from page
Riportare il numero di pagina iniziale solo se in formato numerico.
A pagina
to page
Riportare il numero di pagina finale solo se in formato numerico.
Num. pagine
number of pages
Il valore viene calcolato in automatico se sono stati valorizzati con numeri i campi "Da pagina/A pagina". In alternativa, il campo può essere compilato a mano.
Num. articolo
Si tratta di un numero identificativo che sostituisce i numeri di pagina nelle versioni digitali degli articoli.
Num. serie/fascicolo/issue
Indicare il numero di serie o fascicolo della rivista su cui è stato pubblicato l'articolo.
Num. volume
Inserire il numero del volume su cui è stato pubblicato l'articolo.
ISBN
+ Aggiungi altro elemento
Inserire il codice ISBN (International Standard Book Number) nel formato a 10 o 13 cifre. Il numero può essere inserito con o senza i trattini. Il sistema esegue automaticamente un controllo di validità e segnala eventuali incongruenze.
Nome editore/publisher
Inserire il nome dell'editore come appare nella pubblicazione.
Città editore
Inserire la città dell'editore come appare nella pubblicazione.
Codice DOI
Indicare il codice DOI (Digital Object Identifier) del prodotto nel formato 10.XXXX.aaa/bbbbbb. Il sistema esegue automaticamente un controllo di validità e segnala eventuali incongruenze.
Codice PubMed
Indicare il codice PubMed del prodotto. Il sistema esegue automaticamente un controllo di validità e segnala eventuali incongruenze.
Codice WOS



Once you are done, select “SUCCESSIVO” at the bottom right of the page.

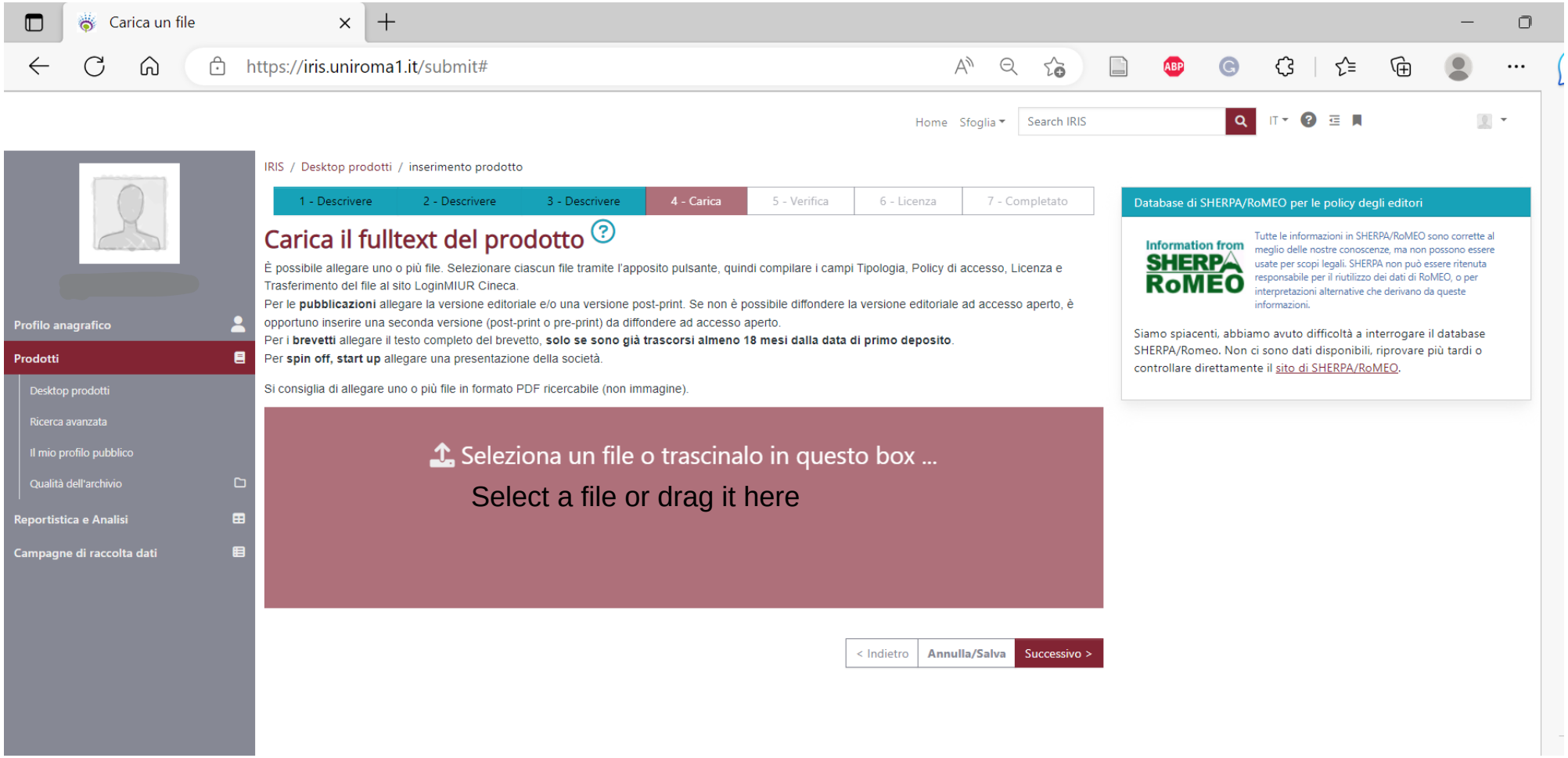
10. Find the author: type your name (and other authors if needed) and select “Elabora stringa autori”



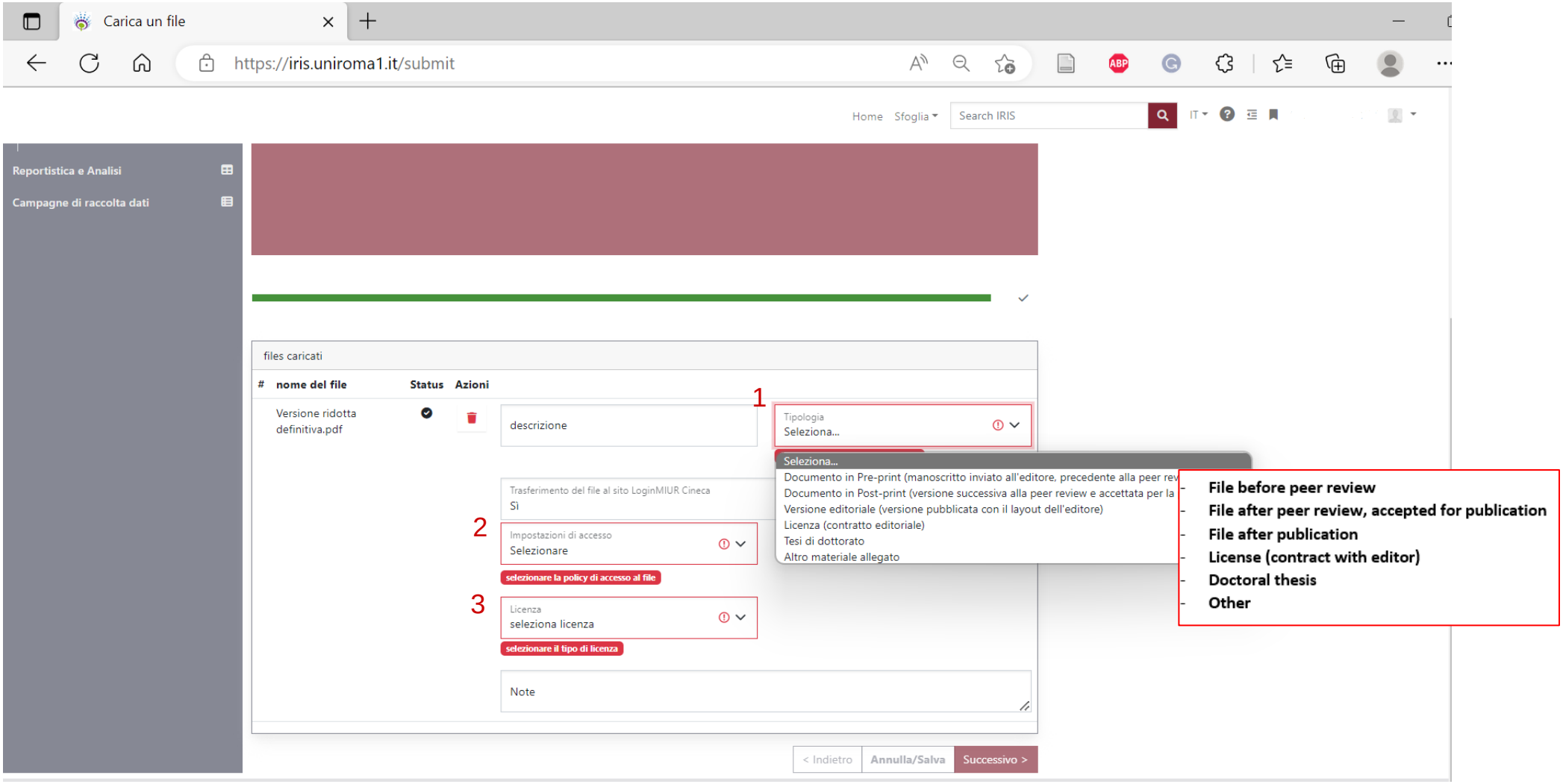


You will find “yourself” and it will be marked in green (= the author is affiliated with Sapienza). The author can be marked in gray (= external author) or orange (= requires disambiguation)

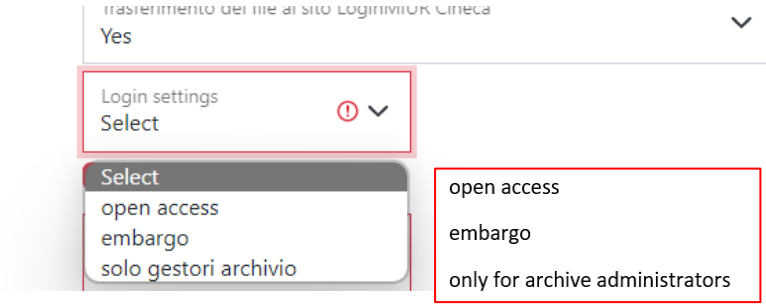
11. Upload file



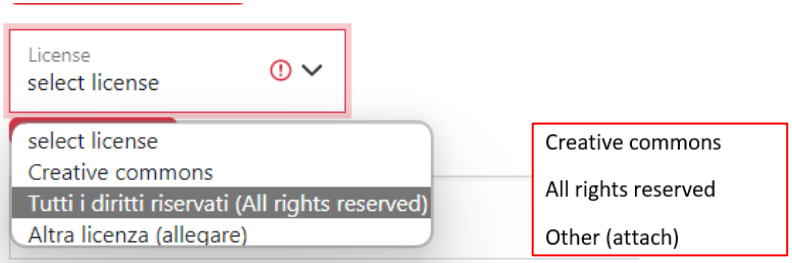
Specify what kind of text you are uploading:



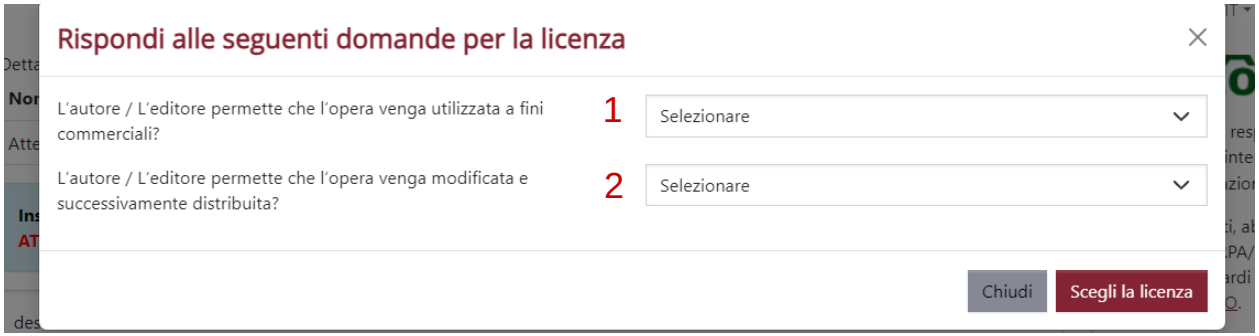
Select file access policy – "impostazioni di accesso":



Select license – "licenza":

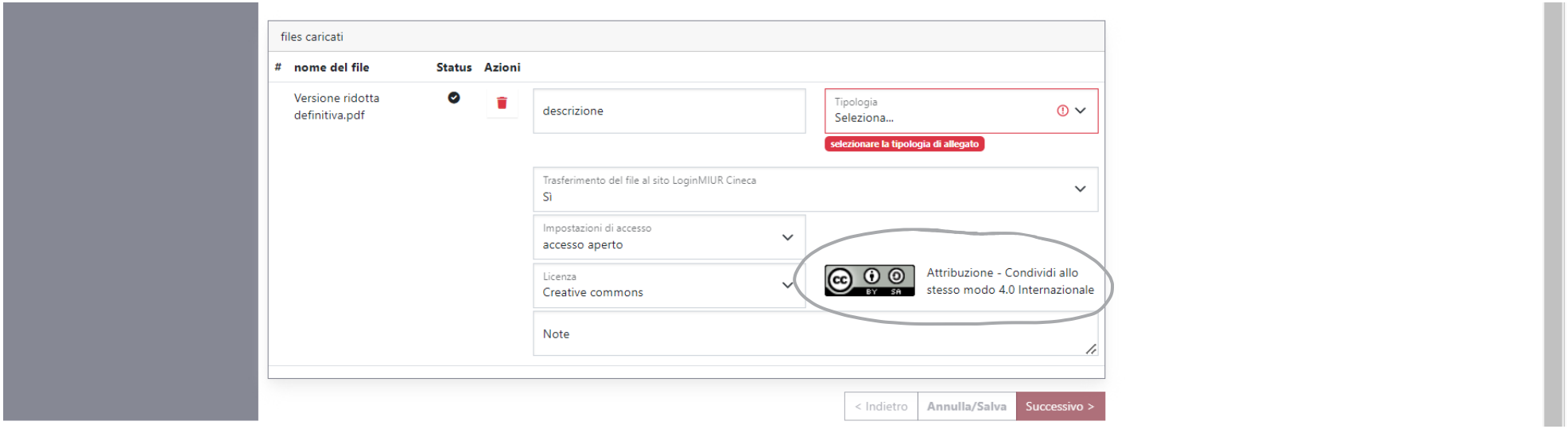


If you select Creative commons a window will appear

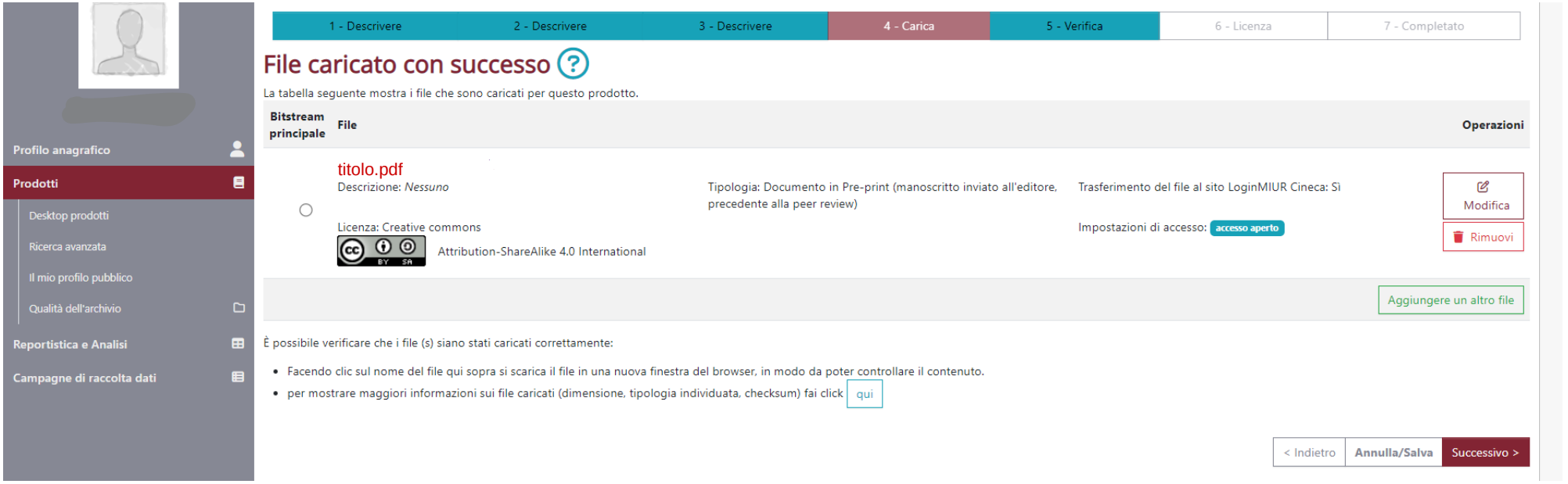


1. **The author/editor allows commercial use of this work: YES/NO**
2. **The author/editor allows modification of this work before further distribution: YES/NO/SHARE ALIKE ("condividi allo stesso modo" > Adaptations must be shared under the same copyright terms)**

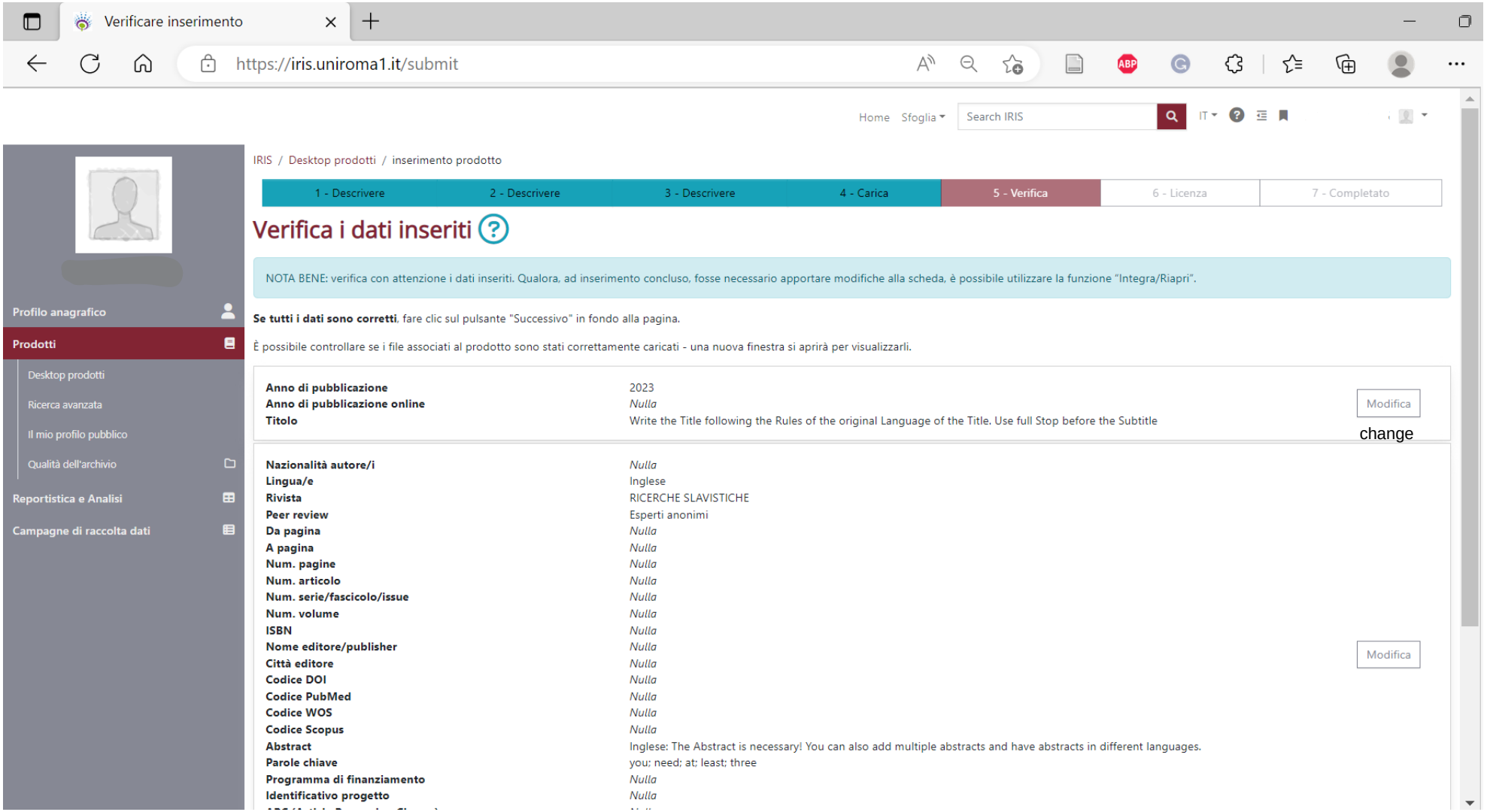
After that something like this will appear:



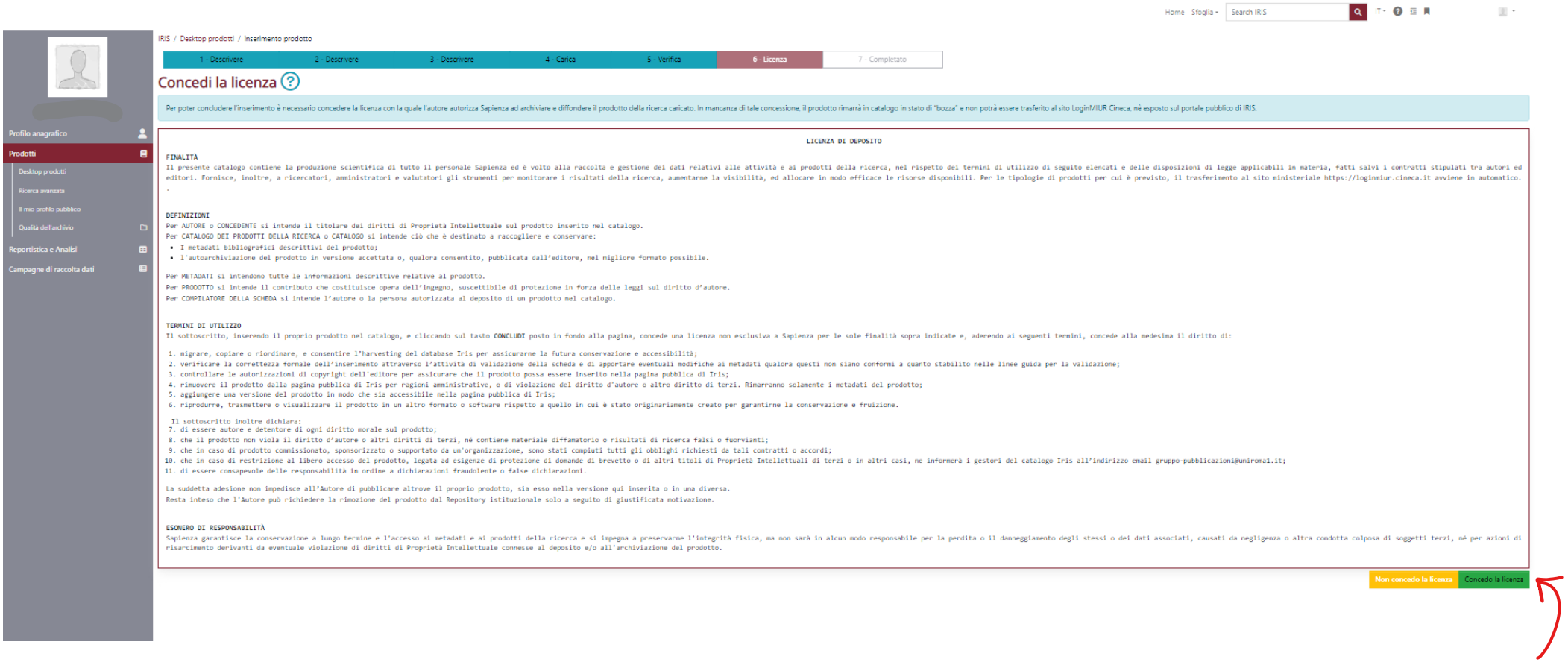
Select “successivo” to move to the next page, if you do not need to upload another file or change something, select again “successivo”



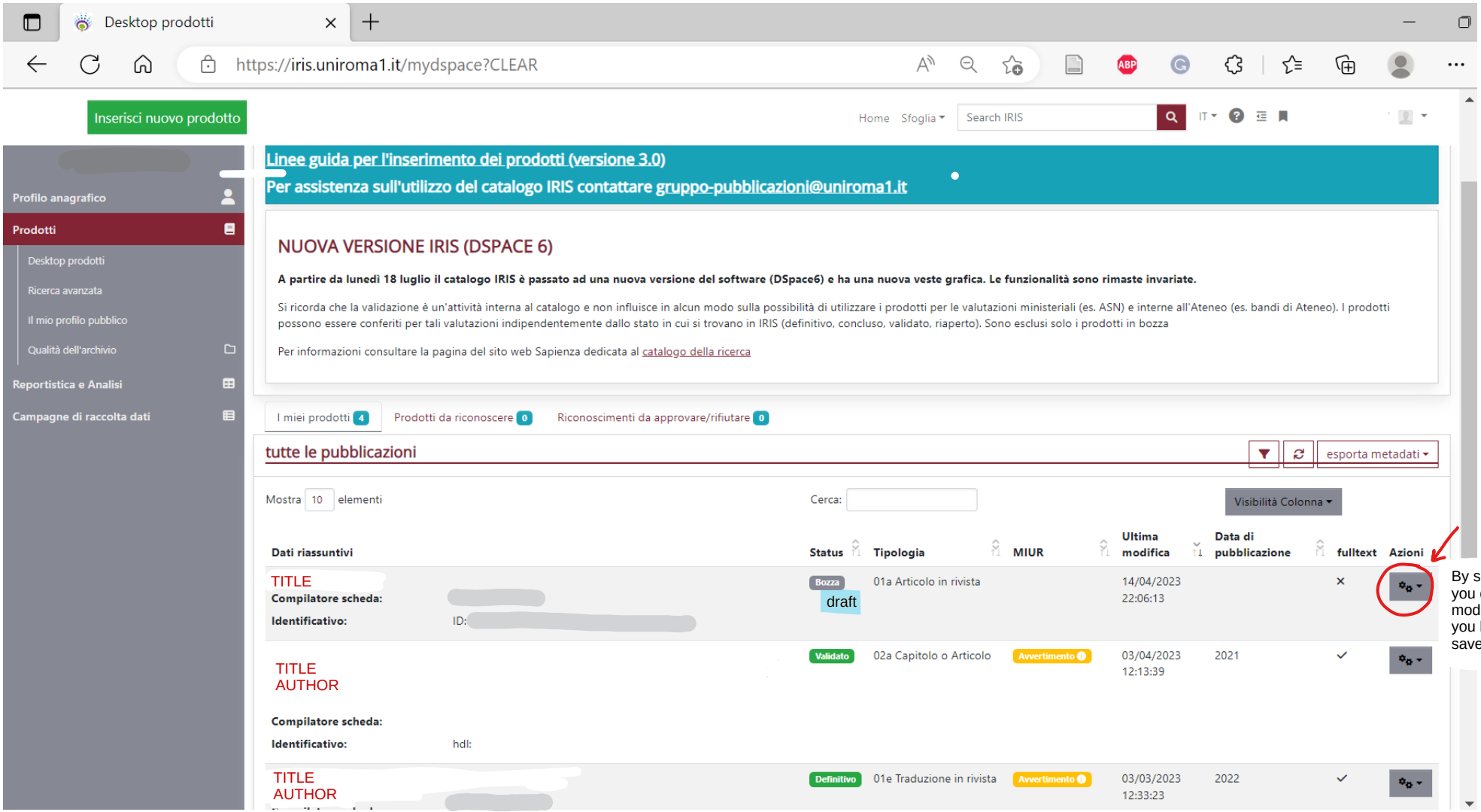
12. VERIFY INFORMATION



13. GIVE AUTHORIZATION (select "concedo la licenza" at the bottom right of the page) :



In the end you will see something like this in your “desktop prodotti”:



By selecting "azioni" you can keep modifying a draft that you have previously saved

***a publication that is marked as “validato” has gone through validation from the archive administration.**

***a publication that is marked as “definitivo” did not require validation.**