New OAR@UM Help

The Library

OAR@UM Help

OAR@UM collects, preservers and disseminates digital research products including articles, working papers, preprints, technical reports, conference papers and data sets in various digital formats. Content grows daily as new communities and collections are added in OAR@UM.

Content in OAR@UM is organised around Communities which correspond to faculties, institutes, centers, schools, and administrative entities. Within each Community, there are an unlimited number of Sub-Communities and an unlimited number of Collections. Moreover, each Collection contains an unlimited number of items.

Searching

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Searching

Browsing

Browse allows you to go through a list of items in some specified order:

- **Browse by Community/Collection** leads you through the communities in alphabetical order and allows you to view the sub-communities and collections within each community.
- **Browse by Issue** date allows you to go through a list of all items in OAR@UM in reverse chronological order.
- **Browse by Author** allows you to go through an alphabetical list of all authors of items in OAR@UM.
- **Browse by Title** allows you to -go through an alphabetical list of all titles of items in OAR@UM.
- **Browse by Subject** allows you to go through an alphabetical list of subject headings assigned to items in OAR@UM.
- **Browse by Type** allows you to go through a list of all the types of material available in OAR@UM.
- **Browse by Language** allows you to go through a list of all the types of languages available in OAR@UM.
- **Browse by Access Rights** allows you to go through a list of all items in OAR@UM according to the access type.

Searching

To search all of OAR@UM, use the search box at the top of the page.

To limit your search to a specific community or collection, navigate to that community or collection and use the search bar on that page.

Search tips:

What is searched in the general keyword search?

The word(s) you enter in the search box will be searched against the title, author, subject abstract, series, sponsor and identifier fields of each item's record.

If your site is enabled for full-text searching, the text you entered will also be searched against the full text of all archived documents. For more information on full-text searching please contact your OAR@UM Administrator.

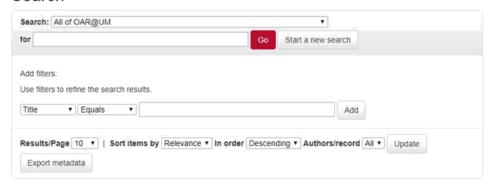**What is not searched? - Stop Words**

The search engine ignores certain words that occur frequently in English, but do not add value to the search. These are:

"a", "and" , "are" , "as" , "at" , "be" , "but" , "by" ,
"for" , "if" , "in" , "into", "is" ,"it" ,"no" , "not" , "of" ,
"on" , "or" , "such", "the" , "to" , "was"

Truncation

Use an asterisk (*) after a word stem to get all hits having words starting with that root, e.g.

market*

will retrieve markets, marketing, marketed, marketplace...

Stemming

The search engine automatically expands words with common endings to include plurals, past tenses, etc.

Phrase Searching

When searching for multiple words as a phrase, put quotation marks (") around the phrase.

"organizational change"

Exact Word Match

Put a plus (+) sign before a word if it MUST appear in the search result. For example, in the following search the word "training" is optional, but the word "dog" must be in the result.

+dog training

Eliminate Items with Unwanted Words

Put a minus (-) sign before a word if you do not want it to appear in the search results. Alternatively, you can use NOT. This can limit your search to eliminate unwanted hits. For example, in the search

training-cat or training NOT cat you will get items containing the word "training", but not

those items containing the word "cat".

Boolean Searching

The following Boolean operators can be used to combine terms. It is important that the Boolean operators **AND**, **OR** and **NOT** are CAPITALIZED!

AND is used to limit searches to find items containing all words or phrases combined with this operator, e.g.

cats AND dogs

will retrieve all items that contain BOTH the words "cats" and "dogs".

OR is used to widen searches to find items containing any of the words or phrases surrounding this operator, e.g.

cats OR dogs

will retrieve all items that contain EITHER the words "cats" or "dogs," or both.

NOT is used to exclude items containing the word following this operator, e.g.

training NOT cat

will retrieve all items that contain the word "training" and EXCLUDE those items containing the word "cat".

Parentheses can be used in the query box to group search terms into sets, and operators can then be applied to the whole set, e.g.

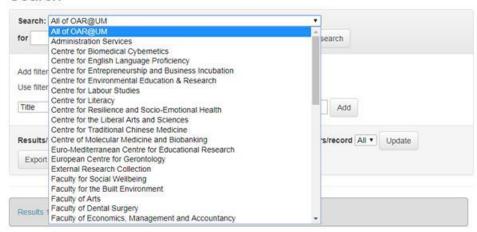(cats OR dogs) AND (training OR discipline)

Advanced Searching

The advanced search page allows you to specify the fields you wish to search and to combine these searches with the Boolean operators "**AND**", "**OR**" or "**NOT**".

You can restrict your search to a Community by clicking on the arrow to the right of the top box. If you want your search to encompass all of OAR@UM, leave that box in the default position.

To add filters click on "Add" and then select the field to search in and the Boolean operator you want to use, and click on "Add" to proceed with search.

Note: You must use the input boxes in order. If you leave the first one blank your search will not work.

OAR@UM Structure

Communities

Content in OAR@UM is organised around Communities which correspond to the University of Malta entities such as faculties, institutes, centres, schools, and administration.

Each community has its own entry page displaying information, news and links reflecting the interests of that community, as well as a descriptive list of collections within the community.

Within each Community there can be an unlimited number Sub-Communities and an unlimited number of Collections. Each Collection may contain an unlimited number of items. This organisation gives OAR@UM the flexibility to accommodate differing needs of Communities

Collections

Communities can maintain an unlimited number of collections on OAR@UM. Each OAR@UM collection has its own entry page displaying information, news and recent submissions. Collections can be organized around a topic or by type of information (such as working papers or datasets) or by any other sorting method a community finds useful in organizing its digital items.

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Sign In to OAR@UM

When you access an area of OAR@UM that requires authorization, the system will require you to sign in. The University of Malta Single Sign-On enables staff and students to access OAR@UM by signing in using their UM IT Account username and password. You have to sign in to the system if you:

- View restricted access material
- Subscribe to a collection and receive e-mail updates when new items are added
- Submit within a collection and check status of your submissions

My OAR@UM

Submissions

If you are authorized to submit to OAR@UM, in your *My Account* page you will find:

- a list of your **in-progress submissions** - from this list you can resume the submission process where you left off, or you can remove the submission and cancel the item
  a list of **submissions that are awaiting** your action (in case you need to review your submission)
- a link to a list of **items that you have submitted** and that have already been accepted on
- OAR@UM

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Submitting on OAR@UM

Submit is the OAR@UM function that enables users to add an item on OAR@UM. The process of submitting includes filling out information about the item on a metadata form and uploading the file(s) comprising the digital item. Please read **Submission Policy**.

Who can deposit?

Self deposit and mediated deposit

▪ Academics		
▪ Support Staff	▪ on behalf of academics	▪ **approval form*** to be signed by the respective academic
	▪ own work (to be included within Departmental Collection)	▪ **approval form*** to be signed by an academic from the Department
	▪ on behalf of Department (administrative material)	▪ **approval form*** to be signed by the Head of the Department
▪ Students	▪ own work (to be included within Departmental Collection)	▪ **approval form*** to be signed by the supervisor (from the Department)

* All approval forms have to be printed on Department Letterheads and submitted with each item (eg. article, book chapter, etc.) deposited.

Mediated deposit (only)

To deposit items (eg. article, book chapter, etc.) in the External Research Collection, the work has to be accompanied by a recommendation form signed by a scholar/researcher in the field

Choosing Collection

From the Communities list select your faculty, institute, centre, school, etc.. Select Sub-Community and then the Collection.

If the Community, Sub-community or Collection you wish to deposit your work into are not available, and you are a member of staff at the UM, you are kindly requested to place a submission access request through **here**. The OAR@UM Team will contact you as soon as the community is created and you have been approved as a submitter.

A full list of Communities, Sub-communities is available **here**.

Depositing

There are currently two ways to deposit your research output on OAR@UM: self-deposit and mediated-deposit. The latter is done on your behalf by the OAR@UM Team.

Regardless of the route chosen, we ask you to check that:

- you have the right to deposit the material
- the material is available in suitable **electronic format(s)**

Self-deposit

To self-deposit an item from the Communities list select our faculty, institute, centre, school, etc., select your respective Sub-Community and then the Collection and click on *Submit a new item to this collection*.

Mediated-deposit

A mediated deposit service is available. For mediated deposit please send the pdf attachment of your research publication via email, and the OAR@UM Team can add the content on your behalf.

Progress Bar - Buttons at Top of Page

At the top of the **Submit** pages you will find 7 buttons representing each step in the submission process. The submission goes through these main steps: description of the metadata (2 pages), access, upload (file by file), review, license agreement and complete submission. As you move through the process these buttons will change colour. Once you have started you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.

Click on the "**Next**" button to proceed, or "Cancel/Save" button to stop and save or cancel your submission. until you come back to the submission and you will be reminded on your "My OAR@UM " page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your "My OAR@UM" page. You can also cancel your submission at any point.

Metadata

The information you fill in on the '**Describe**' screens will form the metadata record that will enable users to retrieve your item using search engines. The richer the metadata, the more "findable" your item will be. Please take the time to fill in as many fields as are applicable to your item. OAR@UM uses the **Dublin Core metadata scheme**.

Description fields

- Creators
- Author's Email Address
- Conference Papers
- Title
- Date of Issue
- Publisher
- Citation
- Series / Report No.
- Identifiers
- Type
- Language
- Subject Keywords
- Abstracts
- Sponsors
- Copyright Holder
- Access Rights (OpenAIRE)
- Embargo End Date (OpenAIRE)
- FP7 Project ID (OpenAIRE)
- Description

Creators

Enter the names of the authors (use ONLY if content is NOT Peer-Reviewed) of this item below.

Authors for NON Peer-Reviewed Content | Last name, e.g. Smith | First name(s) + "Jr", e.g. Donald Jr | **+ Add More**

Enter the names of the authors (use ONLY if content is Peer-Reviewed) of this item below.

Authors for Peer-Reviewed Content | Last name, e.g. Smith | First name(s) + "Jr", e.g. Donald Jr | **+ Add More**

Enter the names of the editors of this item below.

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

Used when an organisation has an authorship of the publication.

Corporate Authors | | **+ Add More**

Fill out the name of the primary person(s) or organization(s) responsible for the publication/research item and also those who have made significant intellectual contributions to the resource but on a secondary basis. Please use capital letters only for the first letter of the name and surname, e.g. *Smith Donald*

Authors for NON peer-reviewed content:	Enter the surname and the full first name if available. This field is to be used only for the non peer-reviewed content
Authors for peer-reviewed content:	Enter the surname and the full first name if available. This field is to be used only for the peer-reviewed content
Editors: (only for books)	Enter the surname and the full first name if available (used in case the persons having the final responsibility of the content of a book containing contributions of different authors)
Corporate authors:	Enter the name of entity (used in case the work is created by an employee of the University of Malta as part of his or her job

Conference papers

Enter the full name of the conference (if applicable)

Conference Name |

Enter the place and the dates (day(s)/month/year) of the conference

Conference Place |

Conference name: Enter name of conference (used in case the work has been presented in a conference)
Conference place: Enter place and date where conference were held (used in conjunction with conference name)

By clicking on the "**Add more**" button you can add as many creators as needed.

Title (main title mandatory)

Enter the main title of the item.

Title * |

If the item has any alternative titles, or is part of a book, please enter them below.

Other Titles | | **+ Add More**

Enter the title of the journal.

Journal Title |

All OAR@UM items must have a title

- Main title:
  - Enter the full and proper name by which this item should be known
  - Title and subtitle are divided by a colon (_:_)
- Alternative titles:
  - Enter the translated titles following the same rules as the main title
  - By clicking on the "Add more" button you can add as many alternative titles as needed.
- Journal title:
  - Enter the title of the journal where the article was published

Date of Issue (year mandatory)

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they are not applicable.

Date of Issue * | Month: (No Month) ▾ | Day: | Year:

Enter the date the resource was made available in its present form. All OAR@UM items must have a date of issue.

Publisher

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

Publisher [   ]

Enter the name of the entity responsible for making the resource available in its present form, such as a publisher, university department or corporate entity.

Citation

Enter the standard citation for the previously issued instance of this item in the case of journal articles and book chapters. E.g. Journal Article - Maltese Medical Journal. 1995, Vol.7(1), p. 55-61. E.g. Book Chapter - Coastal mass tourism : diversification and sustainable development in Southern Europe. Clevendon: Channel View Publications, 2004. p. 32-47. 9781873150696

Citation [   ]

Enter the name of the resource (journal/book) where article/book chapter is found.

Type	Format	Example
Journal	Title. Year of Publication, Volume No.(Issue No.),p. Star and end page	Maltese Medical Journal. 1995, Vol.7(1), p. 55-61
Chapter of Book, Proceedings paper	Title. (Edition). Place of Publication: Publisher, Year of Publication. p. Start and end page. ISBN	Coastal mass tourism : diversification and sustainable development in Southern Europe. Clevendon: Channel View Publications, 2004. p. 32-47. 9781873150696

Series/Report Numbers

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

Series/Report No. [Series Name] [Report or Paper No.] [+ Add More]

Enter details if work is part of a series or has a report or paper number. By clicking on the "**Add more**" button you can add as many Series / Report Numbers as necessary.

Identifiers

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below. Kindly input whole numbers (without dashes and spaces).

Identifiers [ISSN ▼] [   ] [+ Add More]

Identifiers are a string or numbers used to uniquely identify the resource.

ISSN	Journals
ISBN	Books
URL, DOI	Networked Resources

By clicking on the "**Add more**" button you can add as many identifiers as needed.

Type (mandatory)

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.

Type *
```
Recording, acoustical
Recording, musical
Recording, oral
Report, administrative
Report, research
Review
Software
```

The type of content must be chosen from the enumerated list.

Language (mandatory)

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

Language * [N/A ▼]

Choose the language(s) of the intellectual content of the resource from the drop down menu
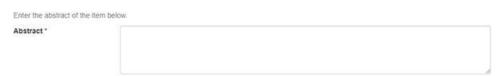
Subject Keyword (mandatory)

If possible, enter Library of Congress subject headings. Kindly enter each keyword in a seperate field by clicking the 'Add' button.

Subject Keywords *

[   ]   [   ]   + Add More

Enter the topic of the resource that better describes the subject or content of the resource.

If Library of Congress Subject Headings are not included with your keywords, the OAR@UM Team will include two in order to create consistency within its subject vocabulary. The Library of Congress Subject Headings are a controlled vocabulary of terms which form a dictionary of descriptions of particular types of content or subject matter. These are maintained by Standards' Bodies in order to standardise the way that similar materials are categorised in databases. This aids searching by increasing the likelihood that the relevant materials will be returned by the user's search.

By clicking on the "**Add more**" button you can add as many Subject Keywords as needed.

Abstract (mandatory)

Enter the abstract of the item below.

Abstract *

[   ]

Enter a brief, objective representation of the essential content of the work, presenting the main points in the same order as the original. The abstract should help the reader to identify and determine whether to read the entire document.

Sponsors

Enter the names of any sponsors and/or funding codes in the box below.

Sponsors

[   ]

Fill out the name of the entity responsible for the funding of this work, including any other relevant data.

Copyright Holder (mandatory)

Enter the copyright holder.

Copyright Holder *

[   ]

It is important to make sure who exactly is the copyright holder of the content submitted. When content has already been published in a journal/book, agreement with the publisher must be established. In case of multiple authors, the submitter is responsible to attain consent from the other authors to deposit the work on OAR@UM.

The following text should be entered in the 'Copyright Holder' field:

The copyright of this work belongs to the author(s)/publisher. The rights of this work are as defined by the appropriate Copyright Legislation or as modified by any successive legislation. Users may access this work and can make use of the information contained in accordance with the Copyright Legislation provided that the author must be properly acknowledged. Further distribution or reproduction in any format is prohibited without the prior permission of the copyright holder.

Review Status (mandatory)

Select one of the following review statuses

Review Status *   [null   ▾]

Peer-reviewed publication

Non peer-reviewed publication

N/A

Access Rights (OpenAIRE - mandatory)

Access Rights (OpenAIRE) *   [N/A   ▾]

- Open access: freely and universally available via the internet
- Restricted access: anyone who has a UM Account
- Embargoed: closed for an established period
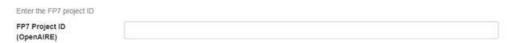
- Closed access: open only to specific users

Embargo End Date (OpenAIRE - recommended for embargoed items)

In case the item is embargoed, enter the date when the embargo is to be lifted, in the following format:

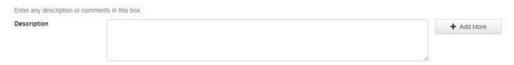**info:eu-rep/date/embargoEnd/2014-10-01** where 2014-10-01 is the embargo date

FP7 Project ID (OpenAIRE)

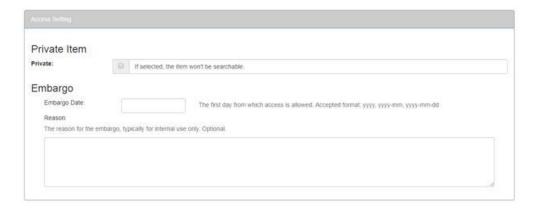Use in case the project/research was carried out as part of an FP7 project. Enter in the following format:

info:eu-rep/grantAgreement/EC/FP7/12345 where 12345 is the FP7 Project ID.

Description

This field can be used to include further details about the work submitted, e.g. enlist the content of a book

Access Settings

Private item

Tick on the box if you want to deposit your work for storage. In case you are working with someone else and you want to share the content with only these persons, please contact the OAR@UM Team with the details of the persons in question.

Embargo

These fields should be used only in case that there are embargo issues regarding the contents you are submitting. For further information check our **Embargo Policy** regarding published works.

If your requests are in conformity with the University of Malta policy issues, please make sure to enter both end of embargo period and the reason why the content is being embargoed.

Uploading a File

File Formats

Many **electronic file formats** are accepted. However, plain text, XML and PDF/A, Mp3 and Mp4 are recommended. Make sure to check if your file format is accepted before uploading.

Uploading

To upload a file:

- Click on the "Select a file or drag & drop files" button and a window showing your files will appear. You can navigate through your directories and folders until you find the correct file to upload. Double-click on the file name you wish to upload, and the name will be entered into the input box.
- To verify that your file has been uploaded correctly click on the filename. This will download the file in a new browser window, so that you can check the contents.
- Once the correct file name is in the input box, click on the "Next" button to proceed.

File Description

In case that you had more than one file to upload for this item, you will see an input box marked "Description". The information you provide here will help users to understand what information is in each file, for instance, "main article" or "images" or "computer program" or "data set". Enter file descriptions for each item, and click on the "Next" button to proceed.

Review Submission

This page lets you review the information you have entered to describe the item. To correct or edit information, click on the corresponding button on the right, or use the buttons in the progress bar at the top of the page to move around the submission pages. When you are satisfied that the submission is in order, click on the "Next" button to continue.

Click on the "Cancel/Save" button to stop and save your data, or to cancel your submission.

License

OAR@UM requires agreement to this non-exclusive distribution license before your item can appear on OAR@UM. Please read the license agreement carefully. If you have any questions, please contact the OAR@UM Team.

Submission Complete

Now that your submission has been successfully entered into the OAR@UM system, it will be reviewed by the OAR@UM Team. Some submissions might require editing or review steps, while others may be accepted immediately. You will receive an e-mail notification as soon as your item has become a part of the Collection.

If for some reason there is a problem with your submission, it will be temporary rejected and an explanation why the submission was rejected will be given. To make the necessary modifications, please proceed to:

- "Unfinished Submissions" in "My OAR@UM" tab
- Select the title of the submission that needs to be modified by clicking on the ''Open'' button
- Click on "Edit"
- Carry out the necessary modifications

If you have questions, please contact the OAR@UM Team. You can check on the status of your submission by logging onto the "My OAR@UM" page.

When your item becomes a part of the OAR@UM repository it is assigned a persistent URL. This means that, unlike most URLs, this identifier will not have to be changed when the system migrates to new hardware, or when changes are made to the system. OAR@UM is committed to maintain the integrity of this identifier so that you can safely use it to refer to your item when citing it in publications or other communications.

Further Assistance

For further assistance in using the OAR@UM, please contact the **OAR@UM Team**.

Glossary of Types

Animation: The optical illusion of continuous motion created on film by photographing a sequence of drawings, cartoon cells, or still images, each representing a slight change from the preceding one, then viewing them in rapid succession.

Annotation: A brief note, usually no longer than two or three sentences, added after a citation in a bibliography to describe or explain the content or message of the work cited or to comment on it.

Article: A piece of prose written by one or more authors and published in a scholarly journal. Articles often include a bibliography and an abstract and are ideally peer-reviewed.

Book: A non-periodical publication consisting of a substantial number of pages in one physical piece, usually written by a specialist in the field.

Book Chapter: A chapter of a book complete in itself but related in theme to the rest of the book.

Conference: The written record of a conference presentation, not yet published in the proceedings of the conference.

Contribution To Periodical: An article, column, editorial, entry, or other composition published in a periodical.

Datasets: A collection of related sets of information that is composed of separate elements but can be manipulated as a unit by a computer.

Editorial: A brief note expressing the opinion of the chief editor(s) of a journal with respect to a scientific issue. Editorials appear on the editorial page of a journal and usually precede the main articles.

Ephemera: The printed materials of everyday life, generally regarded as having little or no permanent value because they are produced in large quantities or in disposable formats for a specific limited use. The category includes ballots, bookmarks, fliers, invitations, leaflets, pamphlets, performance programs, postcards, etc.

Exhibition: A digital version of a collection of objects shown or displayed in a public place.

Image/ Image 3-D: A representation of a person, animal, or thing, photographed, painted, sculptured, or otherwise made visible.

Journal issue: Entire issue of a journal / magazine/newsletter

Learning Object: A Learning Object is a modular resource, usually digital and web-based, that can be used and re-used to support learning activities.

Map: Any two-dimensional graphic representation of the physical features (natural or man-made) of all or a portion of the surface of the earth or another celestial body, the heavens, or an imaginary geographic area, normally done to scale on a flat medium using a specified projection, with an indication of orientation.

Musical Score: A record of a musical work in which the parts to be played or sung are written or printed in musical notation on separate staves, vertically aligned to enable them to be read at the same time.

Newspaper article: A piece of prose written by one or more authors and published in a newspaper.

Out of Copyright: Works where the copyright period has expired.

Patent: A legal document issued by the government of a country, in response to a formal application process in which the inventor or originator of a new product or process is granted the exclusive right to manufacture, use, and sells it for a designated period of time.

Plan or blueprint: A photographic copy of the detailed plans for constructing a building or other structure.

Posters: A poster is a visual description of a project on large sheet of paper, prepared for viewing by those attending a conference.

Preprint: An article to be published in a journal which is distributed in advance with the purpose of receiving feedback from experts in the topic to improve the final version of the article.

Presentation: The actual text and illustration/graphics presented at a conference, usually as a PowerPoint.

Proceedings: The published record of a conference presentation paper published in the proceedings of the conference.

Recording, acoustical, musical & oral: A data file containing recorded sound

Report, Administrative: These include annual reports, statistics, proposals, training manuals, procedures etc.

Report, Research: A separately published scientific record of research or technical findings, usually carrying a report number.

Review: An evaluative account of a recent artistic performance or exhibit, or of a newly published literary or scholarly work, usually written and signed by a qualified person, for publication in a current newspaper, magazine, or journal.

Software: A generic term for computer programs and their associated documentation.

Thesis/Dissertation: A formal written representation of an account of scholarly investigation or original research on a specialized topic, submitted to a university in partial fulfilment of the requirements for a Certificate, Diploma, Higher diploma, Bachelor´s, Master's, Ph.D. degree.

Video: A work in a medium that combines sound and visual images, for example, a motion picture or video recording with a sound track, or a slide presentation synchronized with audiotape.

Working paper: A preliminary paper, usually based on research, not intended for publication but rather for circulation by the author (or authors) to professional peers for comment.