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Guides

# IRIS

GETTING STARTED

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## Introduction

### What is IRIS?

IRIS (Institutional Research Information System) is our research data management system and it allows archiving, consultation and evaluation of publications produced by IMT faculty and students. The system is integrated with MIUR databases (i.e. LoginMiur) and is compliant with the requirements of the European Commission for Open Access.

### Why we need and institutional repository?

An institutional repository can:

- maximize the visibility, accessibility and dissemination of research products;
- help increasing citations to publications;
- manage and measure research activities;
- provide Open Access to full text research;
- provide a source of information on IMT research for all audiences.

### What to deposit

In IRIS you can deposit all kind of research product, such as journal articles (if accepted for publication), books, book sections, conference proceedings, patents, editorships, etc.

### How to access to IRIS

1. go to: <https://iris.imtlucca.it/>
2. click on "Login"
3. use your institutional credentials to enter (the same used for SIIMT)

IMT  
SCUOLA  
ALTI STUDI  
LUCCA



#### Autenticazione

Nome Utente	<input type="text" value="f.tangheroni@imtlucca.it"/>
Password	<input type="password" value="*****"/>
<input type="button" value="Invia"/>	

## What is ORCID ID

Once you are logged in, the system will ask you to connect with your ORCID ID or to create one.

### What is ORCID:

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized.

(from <https://orcid.org/>)

## How to deposit a publication

1. Click on “Nuovo prodotto” in order to start depositing your item.



The screenshot shows the IRIS user interface. At the top, there is a dark navigation bar with the IRIS logo, a menu icon, and buttons for "Nuovo prodotto" (highlighted) and "Help". Below this, the user's profile "CATERINA TANGHERONI" is shown. A sidebar on the left contains "Public portal", "Product", and "Reports and Analysis". The main content area is titled "Desktop products" and includes a breadcrumb "Desktop products / My DSpace". There are three tabs: "My submissions" (active), "Items to be validated", and "Identification to be approved". A search bar is present. Below is a table with columns: Summary, Type, Status, and MIUR. The table is empty, with the message "There are no data in the table" and "Showing from 0 to 0 of 0 records" at the bottom.

2. Choose a submission method: you can submit manually by inserting all the information, or you can import from Scopus, DOI, PubMed ID, and other identifier.

If you decide to import metadata from another database, please check all the information and complete with the missing ones.

## How to upload a pdf

According to IMT Open Access Policy, you should provide an open access version for each deposited publication, when permitted by publishers' copyright policy.

IRIS is connected to SHERPA/RoMEO service so, when you deposit a journal article, the system will suggest you the right open access version that you can legally deposit.

The screenshot displays the IRIS submission interface. The top navigation bar shows steps: 1 - Descrivere, 2 - Descrivere, 3 - Descrivere, 4 - Carica (active), 5 - Verifica, and 6 - Completato. The main content area is titled 'Invia: carica un file' and includes instructions for file upload. A 'File del documento:' field shows a selected file 'OPEN ACCESS in Porto.docx'. Below this, there are dropdown menus for 'Tipologia' (set to '2 Post-print'), 'Policy di accesso', and 'Tipologia di licenza'. A 'Trasferimento sito docente:' dropdown is set to 'ISA'. A 'Descrizione del file:' text area is present. On the right side, a panel titled 'Database di SHERPA/RoMEO per le policy degli editori' displays information for 'Energy and Buildings (ISSN: 0378-7788)' published by Elsevier. The panel lists conditions for pre-print, post-prints, and publisher versions, with a red 'X' indicating that the publisher does not allow archiving the publisher's PDF version.

(for more information about SHERPA/RoMEO service: <http://www.sherpa.ac.uk/romeo/index.php>)

## Sharing information with your LoginMiur profile

When you deposit a publication in IRIS, all metadata will be automatically exported in your Miur profile, if you have one.

A registration is required in order to participate in calls and ministerial initiatives.

If you want to register, go to <https://loginmiur.cineca.it/>

## Problems?

For any information or problems, please contact Caterina Tangheroni by:

- Email at [caterina.tangheroni@imtlucca.it](mailto:caterina.tangheroni@imtlucca.it)
- phone at 0583 4326 743

Or ask to schedule a meeting in the Library.