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IMT Users

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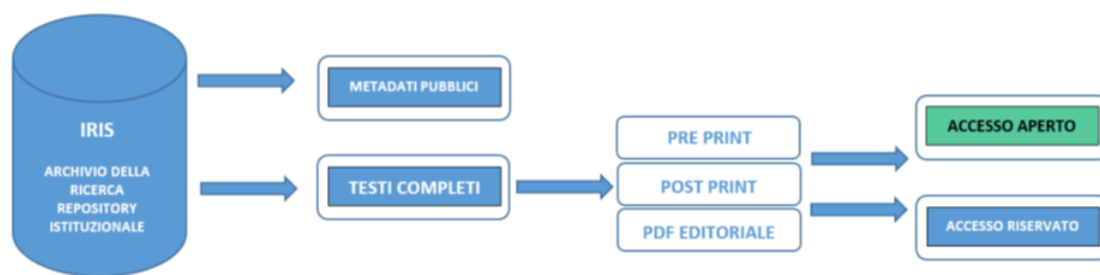
IMT Users

01 - Introduction

According to **IMT's open access policy**, all publications by members of the community must be deposited in **IRIS IMT**, accompanied by the version of the paper approved by the publisher for open access.

For this reason, it is recommended to preserve a copy of each version of the document for all stages of the publication process.

Figure 1: Depositing documents in IRIS (image from "Depositing full texts of contributions in IRIS IR", University of Parma)



02 - Versions of the publication

- **Pre-print** (*Submitted version*): version of the contribution submitted to the publisher, which does not include any changes resulting from the peer review process.
- **Post-print** (*AAM – Author Accepted Manuscript*): version that includes changes made during the revision process, but does not feature the publisher's formatting (e.g., logo, pagination, etc.). The content, however, is final.
- **Publisher version** (*VoR – Version of Record*): final version issued by the publisher (e.g., on the journal website or in conference proceedings).

03- Selection of attachment

Journals or publishers' policies on self-archiving may vary significantly. To proceed with selecting an attachment, it is therefore necessary to verify which versions are eligible for open access deposit in an institutional repository.

Open Policy Finder is a very useful tool, as it provides information on the Open Access policies of funding bodies, publishers and journals.

In addition, the Directory of Open Access Journals (**DOAJ**) can be consulted to verify if a journal is open access.

Finally, it is always recommendable to refer to the contract signed with the publisher, as well as the informative pages of journals and publishers on self-archiving.

Multiple attachments can be uploaded in IRIS IMT for the same record, each with different access policies. We therefore recommend always uploading the publishing pdf with restricted access, even if you do not have open access rights granted by the publisher, to support internal and ministerial evaluation campaigns (e.g., ASN, VQR) and facilitate the monitoring of the university's scientific production.

At the same time, **we encourage the open access deposit** of the post-print, or possibly the pre-print, to comply with IMT's open access policy, fulfil the obligations imposed by funding bodies and, above all, promote the dissemination of scientific knowledge.

04- Uploading files in IRIS

The steps required to upload one or more attachments in IRIS are outlined below.

1. **Select the file** from your computer and drag it into the dedicated area:

Figure 2: File uploading screen

IRIS / Desktop prodotti / inserimento prodotto

1 - Descrivere 2 - Descrivere 3 - Descrivere 4 - Descrivere 5 - Carica 6 - Verifica 7 - Licenza 8 - Completato

Invia: carica un file ?

Si prega di inserire il nome del file sul disco rigido locale corrispondente al prodotto. Se si fa clic su "Sfoglia ...", apparirà una nuova finestra in cui è possibile individuare e selezionare il file sul disco rigido locale.

Si prega di notare, inoltre, che il sistema è in grado di preservare il contenuto di alcuni tipi di file meglio di altri tipi. [Sono disponibili informazioni sui tipi di file e livelli di supporto per ciascuno di essi.](#)

Formati consentiti .pdf, .doc, .docx, .txt, .rtf, .xls, .xlsx, .ppt, .pptx, .jpg, .png, .tif, .zip, .7z, .xml

Seleziona un file o trascinalo in questo box ...

< Indietro Annulla/Salva Successivo >

2. After the upload, the **file description fields** will appear. Fields marked in red are mandatory, but we recommend completing them all, especially the one for attachment type:

Figure 3: Filling in the attachment description fields

Il file è stato caricato con successo.

files caricati

#	nome del file	Status	Azioni
	Prova_Allegato_IRIS.pdf	✓	

descrizione
Prova

Tipologia
Seleziona...

Trasferimento sito docente
Sì

Impostazioni di accesso
Selezionare

Selezionare
accesso aperto
data di embargo
non disponibili

Licenza
seleziona licenza

selezionare la policy di accesso al file

Seleziona licenza
Nessuna licenza
Non specificato
Copyright dell'editore
Creative commons

3. If the uploaded version is subject to an embargo, select the **“embargo date”** option from the drop-down menu. Another box will open where you can select the embargo end date. After this date, the attachment will be automatically made available in open access.

4. **“Send file to LoginMiur website”** allows the file to be transferred to the user’s LoginMiur profile. If you want to proceed with synchronisation, select “Yes” from the drop-down menu (default option). Otherwise, choose “No”. Please note that LoginMiur only supports files in pdf format with a maximum size of 10 MB.

5. In the window for uploading attachments (step 5), IRIS presents a box containing information retrieved from **Unpaywall and DOAJ**. This allows users to verify whether the work has been published as open access and under which license, whether open access versions are already available online and where (e.g., arXiv, Zenodo, etc.), and whether the journal is included in DOAJ

Figure 4: DOAJ and Unpaywall information



6. Once you have completed the file description, click on the “Next” button to proceed to the next step.

PLEASE NOTE: Attachments become visible on the record’s public page only after validation by library staff. Open access files will be available for direct download, while those with restricted access will be visible but require a request to the author for access.

What is Unpaywall?

Unpaywall is a free service that provides legal access to open access versions of scientific articles published in academic journals. In practice, when a subscription or payment is required to access an article, Unpaywall looks for a free version of it that is legally available elsewhere: <https://unpaywall.org/>.

05- Licences

The licence options describe the use that the reader can make of the file downloaded from IRIS. The selection of the licence for distribution of the attachment must be consistent with the contractual conditions signed with the publisher and is tied to the previously selected file access settings.

The selectable options are:

- **No licence:** no licence is to be applied to the attachment.
- **Not specified:** information on the licence applied or to be applied is missing.
- **Publisher's copyright:** the authors have signed a contract whereby they transfer all rights to the publisher, so the attachment cannot be licensed otherwise. It usually applies to the published non-open access version.
- **Creative Commons:** licences applicable to open or embargoed versions. By using this tool, the author indicates which rights they reserve to themselves and which rights are granted to the users of their document.

Unless licensed otherwise, we recommend the application of the **CC BY-SA 4.0** licence for pre-prints or post-prints.

CC BY-SA licence

The CC BY-SA licence also allows any type of use of the work, including for commercial purposes, but if a derivative work is to be distributed, the derivative work must be licensed under the same license as the original work or a license compatible with it. The CC BY-SA licence thus creates a kind of viral effect in favour of open sharing. Like all CC licences, it requires attribution.

(De Angelis D. (2025), Parere legale sull'applicabilità delle licenze Creative Commons BY e BY-SA e degli strumenti CC0 e PDM ad una lista di materiali prodotti dagli istituti culturali e di loro titolarità , https://meta.wikimedia.org/wiki/Wikimedia_Italia/Parere_legale_De_Angelis_per_Wikimedia_Italia_2025)

For further information, please refer to the website of the Italian chapter of Creative Commons: <https://creativecommons.it/chapterIT/>

When this option is selected, the IRIS interface presents two questions. Based on the combination of answers, the system allocates the corresponding licence. The different combinations and the resulting licences are presented below:

Figure 5: CC BY 4.0

The interface shows a form titled "Rispondi alle seguenti domande per la licenza". It contains two questions: "Permetti che la tua opera venga utilizzata a scopi commerciali?" with the answer "Si" and "Permetti che la tua opera venga modificata?" with the answer "Si". Below the questions are buttons "Chiudi" and "Scegli la licenza". At the bottom, the selected license is "Creative commons" with the CC BY 4.0 International logo and the text "Attribuzione 4.0 Internazionale".

Figure 6: CC BY-SA 4.0

The interface shows a form titled "Rispondi alle seguenti domande per la licenza". It contains two questions: "Permetti che la tua opera venga utilizzata a scopi commerciali?" with the answer "Si" and "Permetti che la tua opera venga modificata?" with the answer "Condividi allo stesso modo". Below the questions are buttons "Chiudi" and "Scegli la licenza". At the bottom, the selected license is "Creative commons" with the CC BY SA 4.0 International logo and the text "Attribuzione - Condividi allo stesso modo 4.0 Internazionale".

Figure 7: CC BY-ND 4.0

The interface shows a form titled "Rispondi alle seguenti domande per la licenza". It contains two questions: "Permetti che la tua opera venga utilizzata a scopi commerciali?" with the answer "Si" and "Permetti che la tua opera venga modificata?" with the answer "No". Below the questions are buttons "Chiudi" and "Scegli la licenza". At the bottom, the selected license is "Creative commons" with the CC BY ND 4.0 International logo and the text "Attribution-NoDerivatives 4.0 Internazionale".

Figure 8: CC BY-NC 4.0

The interface shows a form titled "Rispondi alle seguenti domande per la licenza". It contains two questions: "Permetti che la tua opera venga utilizzata a scopi commerciali?" with the answer "No" and "Permetti che la tua opera venga modificata?" with the answer "Si". Below the questions are buttons "Chiudi" and "Scegli la licenza". At the bottom, the selected license is "Creative commons" with the CC BY NC 4.0 International logo and the text "Attribuzione - Non commerciale 4.0 Internazionale".

Figure 9: CC BY-NC-SA 4.0

The interface shows a form titled "Rispondi alle seguenti domande per la licenza". It contains two questions: "Permetti che la tua opera venga utilizzata a scopi commerciali?" with the answer "No" and "Permetti che la tua opera venga modificata?" with the answer "Condividi allo stesso modo". Below the questions are buttons "Chiudi" and "Scegli la licenza". At the bottom, the selected license is "Creative commons" with the CC BY NC SA 4.0 International logo and the text "Attribuzione - Non commerciale - Condividi allo stesso modo 4.0 Internazionale".

Figure 10: CC BY-NC-ND 4.0

The interface shows a form titled "Rispondi alle seguenti domande per la licenza". It contains two questions: "Permetti che la tua opera venga utilizzata a scopi commerciali?" with the answer "No" and "Permetti che la tua opera venga modificata?" with the answer "No". Below the questions are buttons "Chiudi" and "Scegli la licenza". At the bottom, the selected license is "Creative commons" with the CC BY NC ND 4.0 International logo and the text "Attribution-NonCommercial-NoDerivatives 4.0 Internazionale".

[Image translations]

Please answer the following licensing questions.
 Do you allow your work to be used commercially?
 Do you allow your work to be modified?
 Yes/No/Share in the same way



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on our website**



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