

IRIS

Quick user guide

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Introduction

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 European Commission for Open Access requirements.

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.

In IRIS, it is possible to deposit all kinds of research products, such as journal articles (if accepted for publication), books, book sections, conference proceedings, patents, editorships.

We suggest depositing research products as the publishers accept them for publication.

Please consult the IMT School Policy for open access (Italian version available [here](#)) for more details.

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)



Autenticazione

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

If you are connecting outside IMT network, please consult remote access instructions before.

What is ORCID ID

Once logged in, the system will ask to connect with your ORCID ID or 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 system interface. At the top, there is a dark navigation bar with the IRIS logo on the left, a hamburger menu icon, and buttons for 'Nuovo prodotto' (highlighted with a red arrow) and 'Help'. Below the navigation bar, the user's profile 'CATERINA TANGHERONI' is visible. The main content area is titled 'Desktop products' and contains three tabs: 'My submissions' (active), 'Items to be validated', and 'Identification to be approved'. A search bar is located below the tabs. At the bottom, there is a table with columns for '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' displayed below it.

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, which will suggest the correct open access version that can be legally deposited.

The screenshot displays the IRIS upload interface. At the top, a progress bar shows six steps: 1 - Descrivere, 2 - Descrivere, 3 - Descrivere, 4 - Carica (highlighted), 5 - Verifica, and 6 - Completato. The main area is titled 'Invia: carica un file' and contains instructions for file selection and upload. It includes fields for 'File del documento', 'Tipologia' (set to '2. Post-print'), 'Policy di accesso', 'Tipologia di licenza', 'Trasferimento sito docente', 'Descrizione del file', and 'Note'. On the right, a SHERPA/RoMEO database lookup result is shown for 'Energy and Buildings (ISSN: 0958-7788)' published by Elsevier. The result indicates that pre-prints and post-prints can be archived, but the publisher's version cannot.

Database di SHERPA/RoMEO per le policy degli editori

Information from SHERPA RoMEO

Tutte le informazioni in SHERPA/RoMEO sono consultate al meglio delle nostre conoscenze, ma non possono essere usate per scopi legali. SHERPA non può essere ritenuta responsabile per il maluso dei dati di RoMEO, o per interpretazioni alternative che derivano da questa informazione.

Il database SHERPA/RoMEO fornisce i seguenti dati per la rivista che hai inserito:

Rivista: Energy and Buildings (ISSN: 0958-7788)

Editore Elsevier

Pre-print dell'autore: L'autore può archiviare il pre-print (cioè pre-referaggio)

Post-prints dell'autore: L'autore può archiviare il post-print (cioè bozza finale post-referaggio)

Versione dell'editore: L'autore non può archiviare la versione dell'editore PDF

Condizioni generali:

- Author's pre-print on any website, including arXiv and RePEc
- Author's post-print on author's personal website immediately
- Author's post-print on open access repository after an embargo period of between 12 months and 48 months
- Permitted deposit due to Funding Body, Institutional and Governmental policy or mandate, may be required to comply with embargo periods of 12 months to 48 months
- Author's post-print may be used to update arXiv and RePEc
- Publisher's version PDF cannot be used
- Must link to publisher version with DOI
- Author's post-print must be released with a Creative Commons Attribution Non-Commercial No Derivatives License
- Publisher last reviewed on 03/06/2015

Paid Open Access: Open Access. A paid open access option is available for this journal

Copyright:

For more information about SHERPA/RoMEO service: <https://v2.sherpa.ac.uk/romeo/>

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.

Registration is required in order to participate in calls and ministerial initiatives.

For more information visit <https://loginmiur.cineca.it/>

IMT Library

E-mail: lib@imtlucca.it

Web page: <http://library.imtlucca.it>

Phone number: 0583 4326 701/702

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