

Organic Eprints Help for Editors

This help relates only to the editing function of editors. Additional sources of information are indicated in section 1 below.

This help should be continuously improved! If an issue for which you would need guidance is missing or should be corrected, please contact the administrator.

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1. GENERAL CONSIDERATIONS

1.1 Additional support for editors

A number of fact sheets provide support to editors in relation to:

- Checklist for editing eprints (fact sheet 1).
- Further roles and functions of editors (fact sheet 2) (this is written for national editors, but most functions also apply to editors with more restricted rights)
- Reasons for using Organic Eprints (fact sheet 3)
- Promotion tools (fact sheet 4)
- Copyright considerations (under revision) (fact sheet 5)
- Eprint types (fact sheet 6).

In addition, general help about other components are available in different places:

- Help regarding browsing, searching etc., see the Organic Eprints help for users.
- Organic Eprints archive and its policy, and some information on copyright: [About](#)
- Many general answers in relation to depositing papers in open archives: [Self-archiving FAQ](#) at Eprints.org.

If you cannot find answers to your questions in the present help of any of the places above, please contact ilsea.rasmussen@icrofs.org or the national editor in your country (see list on the [contact page](#)).

1.2 Editors' rights in Organic Eprints

Editors have been nominated for a specific country/several countries, or a particular subject, institution, conference, etc.

As editor, you have the following rights in the archive:

- Access to the submission buffer within your scope and edit the eprints in this buffer. This means you have right / obligation to check the Eprints and move them from the buffer to the live archive once you have approved them.
- Change Eprints if needed (see checklist, Fact Sheet # 1).
- Send Eprints back to those who submitted it, in cases of doubt, or interact with authors.
- Delete Eprints if necessary.
- Search of the whole archive, including deleted buffer, submission buffer, user work areas.

1.3 Updating and improving the archive

Work on the archive is continually in progress. Any suggestions for changes and improvements can be suggested by contacting the administrator (ilsea.rasmussen@icrofs.org).

2. YOUR WORK AREA: COMPONENTS

To access your work area, click on login on the home page and enter your **username** and **password**. If you have forgotten your password, click on **reset** and follow instructions. After login, the system brings you by default to the **manage deposits** page. To logout of your work area, click on logout at the right of the navigation menu.

In your work area as editor, you have more options than users. You have access to **manage deposits**, manage records, modify your **profile**, access your **saved searches**, **review** deposits (i.e. editing them), use **admin** options and **logout**. The main functions for editors are included under **profile** and **review**, but different components are explained below. Manage deposits and Saved searches is the same as for users, and is explained in the manual for users. Profile is partly the same as for users, so only the parts that are not the same as for users are explained here, the rest you can find in the manual for users.

2.1 Profile

To complete your profile, click on the link in your workspace. Your profile page shows three buttons:

Modify profile

Saved searches

User history

Saved searches and User history are the same as for users, and will not be explained here.

Modify profile

New editors: To complete your profile, click on the link in your workspace. Your profile page shows your **account details** (email address and password) and your **personal details** (name, address, country). See the Manual for users for details about this. In addition, you can see the section Editorial alerts.

Editorial alerts

Frequency of items-under-review mailings. This allows you to decide the frequency at which you want to receive an email containing the list of eprints to be edited. You can choose **never**, **once per day**, **once per week** or **once per month**.

Note for new editors: the default setting when you are registered as editor is **never**. It is important to change this if you wish to receive email notifications.

Mail empty results: allows you to choose if you want to receive the notifications at the frequency defined above, even if there are no eprints for you to edit.

Don't forget to save the changes.

2.2 Manage deposits

This relates only to the eprints you have entered into the system as an author (or for an author) and not to editing eprints. This area is described in the Help manual for users.

2.3 Saved searches

See Help manual for users for guidance.

2.4 Review

This is your editing area. The table you see on that page contains all the eprints corresponding to your editing rights (and only these). If an eprint has been labeled wrongly and is not for your country/editing rights (i.e. there was a mistake in the affiliation), please contact the administrator.

2.4.1 How to change information displayed for the eprints to be edited

You can choose which information to display by adding or removing columns from the table, and moving the columns.

2.4.2 Add or remove columns

To add columns: browse the roll-down menu to add another column to the display

To remove columns: click on  at the bottom of the column you want to remove.

Note: due to the change to version 3, the roll-down menu currently contains many categories, but this will be rectified. To see the date at which the eprints were deposited, you have to choose **Last modified**, but not **Date deposited**.

2.4.3 Move columns



to move the column left



to move the column right

2.4.4 Order the eprints by a column



shows the column by which eprints are ordered. Click on the title in another column to order by a different item

2.4.5 Choosing an option for an eprint



view item

On top of the page you see the buttons: "Move item to repository", "Destroy item" and "Return item", which are described under the "Editorial Actions" tab.

The tabs on the item view page are as follows, most of which is the same for users:

Details shows you all the information entered for this eprint

Preview: shows what will be displayed to visitors when displaying the item

Actions: contains the features, which are meant for users:

- new version: **Note:** as an editor, you should not need this option (except if you wish to use it for one of your own papers).

- Use as template: **Note:** as an editor, you should not need this option (except if you wish to use it for one of your own papers).

- Edit item: brings you to the eprint edit page.

Editorial Actions: contains some features only available to editors. Some are also available in the buttons (return item, delete item, move to repository).

- Return item: Return this item from to the user work area and send an email to the user who deposited it to explain why it cannot yet be accepted

- Destroy item: Remove this item from the system forever, but send an email to the user who deposited it to inform them why.

- Move to repository: accept the item and move it into the live archive.

- Return to work area: Return to user work area, allowing the user to make changes to it and re-deposit it.

- Reindex item: should not be needed

- Change owner: change the owner of this eprint.

Export: click on the format you wish to export to

History: the actions which have been performed on this item

Issues: [under development]



to edit eprint

The general functions and different types of fields etc. are described in the User guide. The present guide only gives information relevant to the editing process.



to return eprint with notification

This allows you to return the item to the person who has submitted it. You should enter some text with reasons. The notification email carries organic Eprints as signature, and is sent by the archive.

If you only wish to obtain complementary information from the author (e.g. a new file or a clarification), send this request through your mailbox.



to delete eprint with notification

You always have to fill in a notification if you delete the eprint. Please indicate the reason why the eprint is refused. The most common will be: the eprint is not related to organic food and farming.



to move eprint to repository

This is also available at the end of the editing process.

2.5 Admin

Status: technical information on the system, number of eprints, etc. For editors, a useful feature is to see if the system is working properly. Check the line: **database status**, under the title status towards the beginning of the page.

Search items: In addition to the same search as available in the top menu, you have the possibility to search items (ID no's), usernames, names and whether the item is in a users workarea, under review, in the live archive or retired.

Database schema: this area lists the structure of the database. One interesting feature could be to see the correspondence between the field titles in an eprint and the name of that value in the database. For example the field title **Author** is the value named **eprint_creators_name** in the database.

3. EDITING EPRINTS

Before an Eprints is put online it needs to go through a quality check. This happens after the depositors have moved their Eprint from their work area, from where it goes into the so-called submission buffer. The editors can check an Eprint from the submission buffer and move it from there into the "live" archive.

The different fields available in the edit area are described in section 6 of the Help guide for users. To get more information on copyright, see fact sheet no. 5 or the **About-copyright** section online.

3.1 Checklist for editing

Below is a check list of important points to verify when editing. Additional notes on some items are given in section 3.2.

Checklist of eprint content	Corrective action
1. Is the eprint related to organic food and farming systems?	In case of doubt, contact the author/depositor or return the eprint with proper notification.

2. Does the eprint type seem correct? See Fact sheet no. 6 for explanation of eprint types. Check by opening the document.	Correct or contact author/depositor in case of doubt
3. Is the bibliographic data complete and correct?	Correct, if necessary by finding information in the document.
4. Spelling of title and abstract, removal of surplus dots etc.	Correct
5. Is the year indicated correctly (to spot mistakes such as 2090 or 200 instead of 2009)	Correct
6. Is the language correctly indicated?	Correct
7. Is the eprint placed into the right subject area?	Add or correct subject areas
8. Are there too many subject areas? (more than 4 is many)	Consider deleting some. If the main category and a sub-category within it are selected, consider removing one
9. Does the eprint seem to be placed under the right affiliation?	Add or correct affiliation or contact author/depositor.
10. Do the links mentioned work?	Correct or contact author/depositor in case of doubt
11. Do copyrights need to be clarified	E.g. for papers from peer reviewed journals. Contact the author/depositor.
12. Are there comments to editors?	Address the comments

Checklist for files attached	Corrective action
13. For publications, is a file attached?	Contact author/depositor if the file is missing
14. Can the file be opened and read?	If not, return to author/depositor asking for new file
15. Does the file(s) attached correspond to the bibliographic information (author, title etc.)?	If not, return to author/depositor.
16. Are the file(s) attached of the type (pdf, doc etc.) and language announced?	Correct or return to author/depositor
17. Does the file name have non-standard characters (e.g. ü ø å) that may hinder readers from accessing the file?	Correct
18. If there is a restriction on access to the file, make sure there is a contact email address.	If not, request from author/depositor.
19. Put "Archived at" box with link in the eprint (instructions beneath). If this is not possible, check that the document contains the necessary bibliographic data (author, title, date, publisher/institution)	Always to be done
20. After you modify the file, save it on your disk and load it again in the eprint.	Tip: Do not add your file as a new document, as you will loose all options attached to the document. Instead, under the document information, in the Files tab, use the link Need to add additional files to this document? , and then delete the original file.
21. Optional: delete or protect email addresses in the document attached.	

3.2 Notes

Item 1

The only criteria for acceptance are that the documents are relevant to research in organic agriculture, that they have a finished form that is ready to enter into a process of communication, and that the required metadata information is correct. All languages are supported, but adding an English abstract is encouraged if the abstract is in another language than English.

In case of disagreement between author and editor regarding the approval of an entry, the author is asked to explain the connection with organic agriculture and if necessary to complement in the abstract. If disagreement continues, the case will be discussed within the editorial board. The editorial board decides on the basis of the above mentioned criteria.

Item 7

The subject area tree (see <http://orgprints.org/view/subjects/subjects.html>) shows major subject areas of relevance to research in organic agriculture. The subject areas are structured from a systems perspective and not by scientific disciplines, in accordance with the holistic approach of organic agriculture.

Requests for additions to the subject area tree should be directed to the administrator. Please send such a request if the eprint has the subject 'country report' but the specific country is not in the list.

Item 9

The research affiliation tree (see <http://orgprints.org/view/projects/projects.html>) lists the main organisations, institutions and funding agencies active in organic farming research. This relates to the project or organization that created the eprint. How to select the affiliation: Browse the list using the **+ signs**, and select by clicking on the label **add**. The selected affiliation(s) shown before the complete tree, with the label **remove**, which allows you to remove that affiliation. Research affiliations are listed under countries, or international organizations, or international conferences, or European Union (for projects, for example CertCost or CORE Organic). If you notice that a research affiliation is missing, please contact the administrator, especially if a country is missing or a research institute under a country.

Item 17

In addition to not including special characters in the file name (e.g. blanks, accents etc.), files should have a clear name. We recommend that documents are named as scientific literature is quoted in texts: Name, Year and for identification a short title; e.g. "authorname-year-keyword.doc": alroe-2005-openarchives.doc

Item 19

Search engines are finding the documents entered into organic Eprints very well and often have links directly to the document attached to an Eprint. It is therefore very important that the **document itself contains the full bibliographic information**, so that it can be quoted properly.

Special note on the type of publication (see also Fact sheet no. 6)

The following criteria have to be considered:

- Main emphasis is on scientific publications.
- Further more it is possible to enter group specific research results and journalistic articles etc. – as long as they fulfil the above mentioned criteria.
- Expressions of opinions are only accepted as long as they focus on research in organic agriculture.
- Information about research institutions carrying out investigations on organic agriculture (description of institution, annual reports, description of study offerings from Universities/higher education) can be entered into the databank in the context of organisation descriptions.

- All statements should be appropriately justified (either through own research results or references).

Help on bulk editing of eprints still need to be developed.