Submission Guidelines

How to register and activate the account
To deposit documents in the ICOMOS Open Archive, you need to register and create an account. Go to Register (http://openarchive.icomos.org/cgi/register) and complete the form (name, email address, username and a password). Click on the Register button. The system will send a confirmation email to the address you indicated in the form with the steps to follow to activate your account. Once the account is activated you can start to deposit items in the repository.

How to deposit an item
Go to the Login Page http://openarchive.icomos.org/cgi/users/home and enter your username and password. Click on the Login button. You are now in the Manage Deposits area, which shows items you are in the process of depositing or which are still under review by the Archive’s editors. If you stop before completing a deposit, or a deposit is returned for corrections, it will appear in the list as being in the "User Workarea".

When you first visit this page, your workarea will of course be empty. To begin adding items click on the "New Item" button, and follow the instructions.

The deposit process
First you must determine if the document(s) is eligible for deposit in the ICOMOS Open Archive, by checking if it conforms to:
- the Criteria for acceptance set out in the Repository User Guide
- your publisher’s copyright policies (see the rubric on Copyright issues in the Repository User Guide and the SHERPA RoMEO tool mentioned below).

The depositing process is divided into a number of stages. You can move between these stages by using the “Previous” and “Next” buttons. You may also click on “Save for later” at any time during the depositing process. You will not lose the information entered if you click on the “Previous” button, the system stores all the information you have entered.
Select the type of document
Now select the type of document (article, conference item, book section, etc) that you wish to add to the repository and click 'Next' to continue.

Upload the document
You may wish to use the SHERPA RoMEO tool to verify your publisher's copyright policies before uploading. Click the Browse button to select the file and then the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.
Once you have uploaded the document, you can add information about it (what format it is in, who is allowed to access the document, the Creative Commons license and the embargo date, if any). Then click ‘Next’ to continue.

Enter the details of the document
Once the document has been uploaded, you should enter as many details about the document as possible (title, author, abstract, journal title, etc).

The fields marked with a red star are mandatory and you will not be able to deposit the document without completing all these fields.
Help messages are available for most fields. If you are unsure about what to enter into a specific field, just click on the symbol.

Enter the Abstract in English
Writing an abstract of the document (i.e. a summary of its content) is mandatory. If the document already has a formal abstract, you can copy/paste it here. According to the rules in force in the international scientific community abstracts must be in English. This will allow your document to be easily searched and found by users from all over the world. If an abstract in a language other than English already exists, you can enter this abstract in the ‘Abstract (in other language)’ field. To translate the abstract into English, you can use the Google translate tool, available from this link. The ‘Abstract (in English)’ field is mandatory so as to ensure homogenous search results.
Enter free Keywords

Enter your own keyword(s) to describe the content of the document. If you need help to find keywords, you can also use the List of Keywords used by the ICOMOS Documentation Centre. The link to this list is available in the Help text.

The ICOMOS Open Archive has an auto complete feature to prevent item duplication in the repository. For some fields (Title, Authors and Journal title) the system will alert you if you are entering data that matches another record already deposited. You must check that you are not entering a duplicate record.
In the ‘Journal title’ field, when you enter part of the journal title, the system automatically displays a list of possible relevant journals. Clicking on a journal from among the list will automatically fill in the rest of the title and, if known, the ISSN and publisher fields.

Enter as much information about the document as you can. Then click “Next” to continue.

Choose the subjects
In this section you have to choose the subject(s) the document is about.
Select one or more subject categories you think are appropriate for your submission. On the list you can expand a subject area by clicking on the symbol. When possible, select one or more options in "Heritage typologies" and then other subject categories.

To add a subject to the document, click the button 'Add' on the left side of the subject. A list of the chosen subjects is displayed at the top of the list. You may delete a subject at any time by clicking on the 'Remove' button on the left side of the subject.

Once you have chosen the subject(s) that match the document, click "Next" to continue.
Deposit the document
At any point in the deposit process you may go back to check and/or correct the data you have entered, by clicking on the *Type*, *Upload*, *Details* and *Subjects* buttons.

Once you have completed all the previous steps and all the mandatory fields have been filled in correctly you are then ready to deposit the document into the ICOMOS Open Archive. You will see the following screen:

Before depositing the document into the Archive, you have to make sure that depositing the item does not breach any copyright laws.

Click on the *Deposit Item Now* button.

Once you have finished the deposit process and returned to the ‘Manage Deposit’ page, you will see that your document is now in the ‘Under review’ status. It is being checked by an Editor of the repository before being put into the live archive. Please note that the verification process can take a few weeks. You will receive a confirmation email when your item becomes public. The status of the document will then change to ‘Live Archive’.

In the ‘Manage Deposit’ area, you may also change your profile or create ‘saved searches’.
If you are interested in a specific subject you can carry out a search and select 'Save search' from the search results page.

You can also request the system to send you periodic email alerts every time a new document on this subject is deposited in the archive.
Troubleshooting
If you have any questions or queries about the deposit of items into the ICOMOS Open Archive, please use the Help buttons and consult the Help page.

Authors facing serious material and technical obstacles preventing them from depositing their documents should inform the Archive Administrator at openarchive@icomos.org. Please e-mail the document you wish to upload, including the necessary bibliographic information (author, title, journal title, volume, pages, etc), and state the difficulties you are encountering.