



User guide

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9 February 2012



User guide for Organic Eprints

This user guide/manual is a collection of screenshots from Organic Eprints (www.orgprints.org) with instructions how to use the archive. The guide goes through different options of how to register, browse, search, save searches and deposit documents by showing screen shots with short, instructive comments.

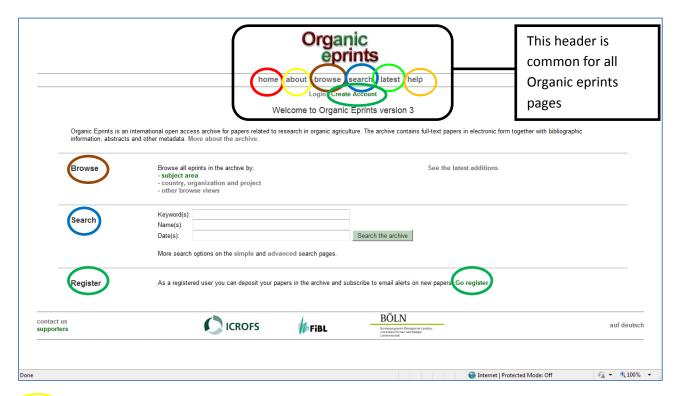
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Home

This page: Contains Welcome, with link to more information about the archive, Browse and Search in very simple versions and Register, where you can create an account



About information about Organic Eprints, including policy, background and support, open access and copyright issues, statistics and software.

Browse: described in section on Browse.

Search: described in section on Search.

(Latest) the Eprints accepted into Organic Eprints within the last week.

Help; the help pages for Organic Eprints.

At the bottom of the page, you can find information about the partners and national editors



You can also switch the language to German.



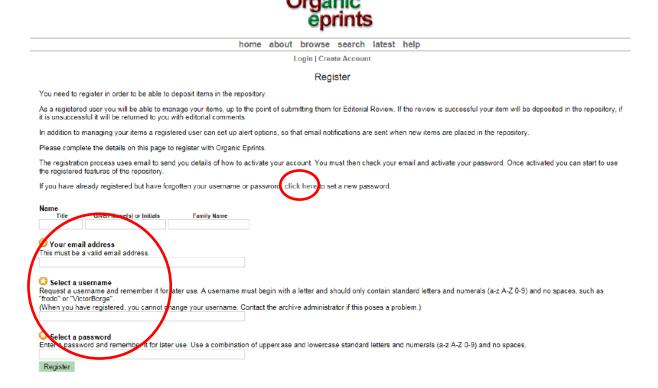
How to become a registered user of Organic eprints

Go the the Organic Eprints homepage at http://www.orgprints.org/.

Click "Create account"



Fill in the required fields



Respond to the email to activate your password



How to modify your profile

Once you are logged in to Organic Eprints, the top of the pages will look like this:



home about browse search latest help

Logged in as Rasmussen, Researcher lise A. | Manage deposits | Profile | Saved searches | Logout

Welcome to Organic Eprints version 3

Click on "Profile" to fill in more details.



home about browse search latest help

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Profile

Rasmussen, Researcher Ilse A.
Dept. of Crop Protection
Danish Institute of Agricultural Sciences
Research Centre Flakkebjerg
DK-4200 Slagelse
Denmark

User Type: User

ilsea.rasmussen@agrsci.dk

http://www.agrsci.dk/plb/ira/person_uk.shtml

Modify profile - Edit your account information.

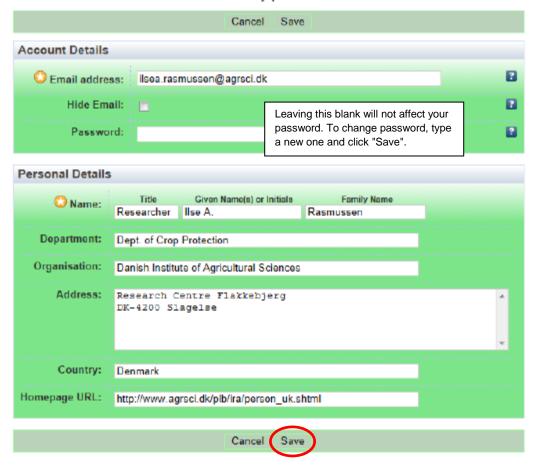
Saved searches - View and configure saved searches

User History - View all the changes to items caused by this user.

Click on 'Modify profile' to edit your account information.



Modify profile



Remember to click "Save", when you are finished.



Reset password in Organic eprints

If you have forgotten password or username

On "Home" in Organic Eprints, click "Login"



When you reach the login page, click "Reset"



home about browse search latest help

Login | Create Account

Login

Please enter your username and password. If you have forgotten your password, you may reset to the search latest help

Login

Password:

Login

Login

Note: you must have cookies enabled.



Enter your email address

Enter a password. Remember it for later use.

On the next page, enter your email-address and a new password, then click submit:

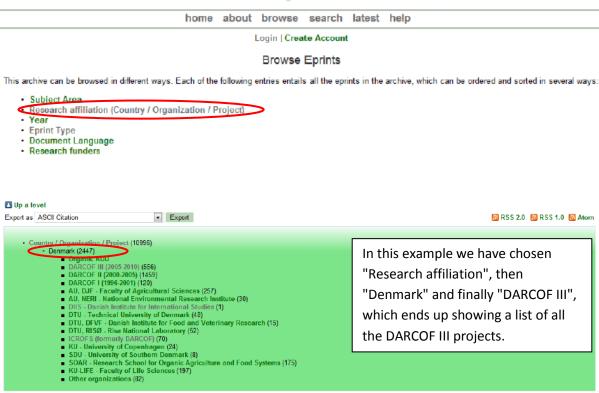


Confirm the new password by responding to the email sent to your email address.



Browse



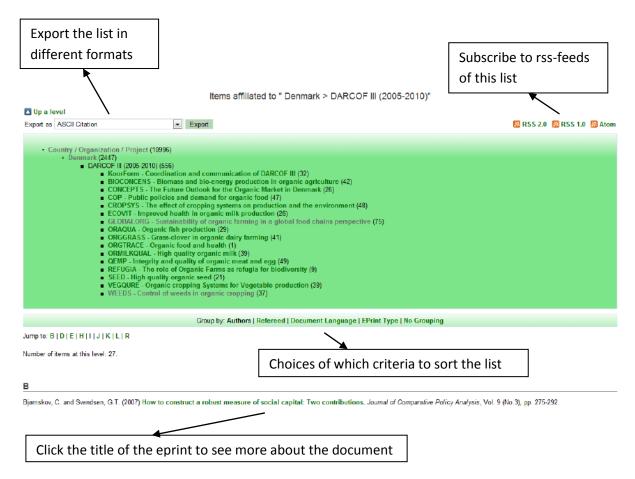


Items affiliated to " Denmark > DARCOF III (2005-2010)"



Bjørnskov, C. and Svendsen, G.T. (2007) How to construct a robust measure of social capital: Two contributions. Journal of Comparative Policy Analysis, Vol. 9 (No 3), pp. 275-292.





How to construct a robust measure of social capital: Two contributions

Bjørnskov, C. and Svendsen, G.T. (2007) How to construct a robust measure of social capital: Two contributions. Journal of Comparative Policy Analysis, Vol. 9 (No.3), pp. 275-232.



Online at: http://www.informaworld.com/smpp/content-content-a781174130-db-all-order-page

Summary

How to construct a robust measure of social capital? This paper offers two contributions. The first is an attempt to establish a broad social capital measure based on four indicators, the Freedom House Index, an index of perceived corruption from Transparency International, and scores on civic participation and generalized trust. This measure is then applied by comparing the level of social capital in 25 countries from Western and Eastern Europe. Our nine-cluster analysis shows that Switzerland has the highest score, followed by the Netherlands and Scandinava. At the other end of the continuum we find post-communist countries and southern Italy. The findings for this specific sample suggest that institutions matter for social capital and the relationship between decentralization and social capital emerges as promising line of inquiry. Thus, the highest scoring countries in the sample may serve as institutional models for countries and regions aiming to increase their future level of social capital. More ngorous empirical research is needed within this field.





Search

Very simple search

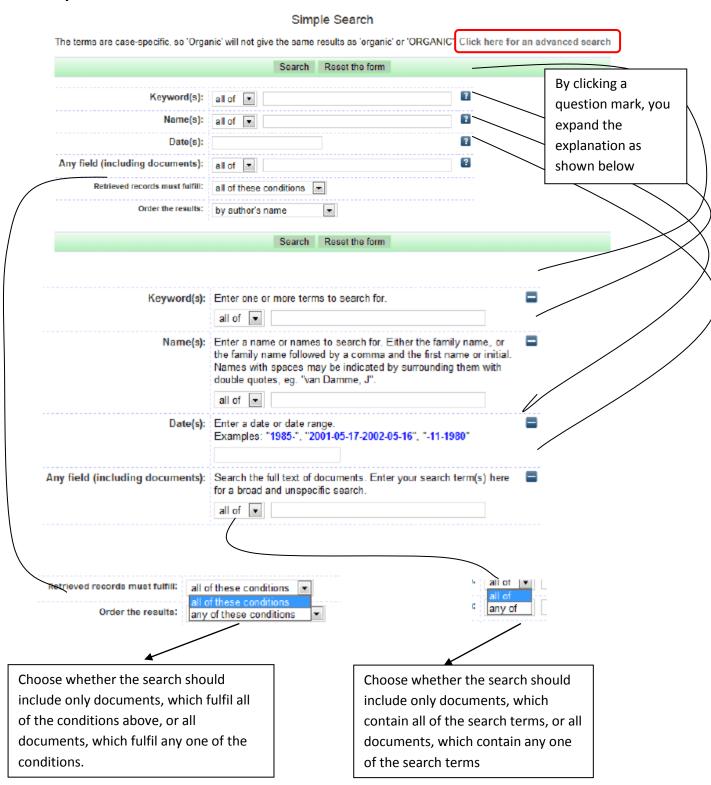


From the Home page, you can carry out a very simple search: Simply type keyword(s), name(s) and/or date(s) in the boxes and click "Search the archive".

For more options, use "Simple" or "Advanced" search.

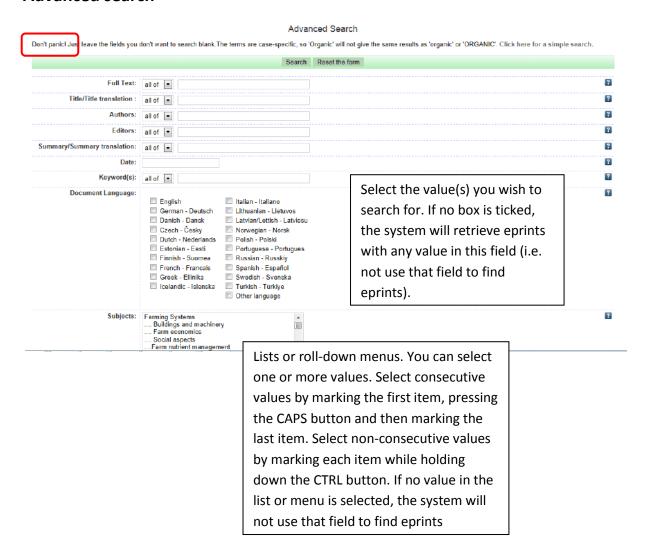


Simple search





Advanced search





Save search



Click "Save search"

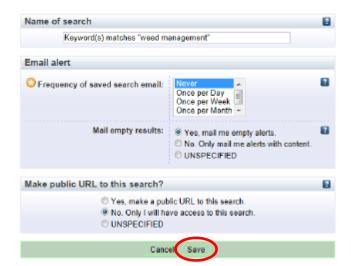
Correct the Name of the search if necessary.

Choose how often to receive an alert, and whether to receive empty alerts.

Choose if you want to make a public URL to the search (e.g. for a website).

Make sure you click "Save".







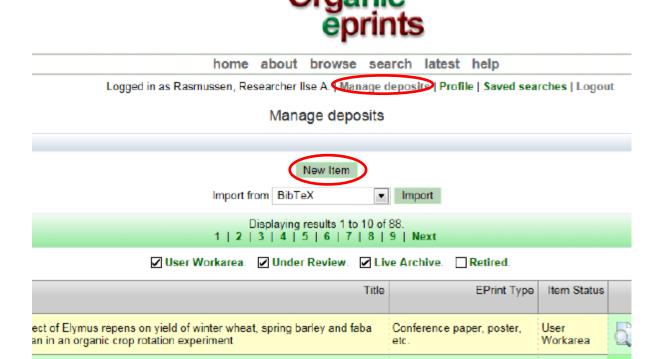
Instruction on how to deposit a paper in Organic eprints

You'll find Organic eprints here: http://www.orgprints.org/.

If you're not already a registered user, please register by creating an account, otherwise login.

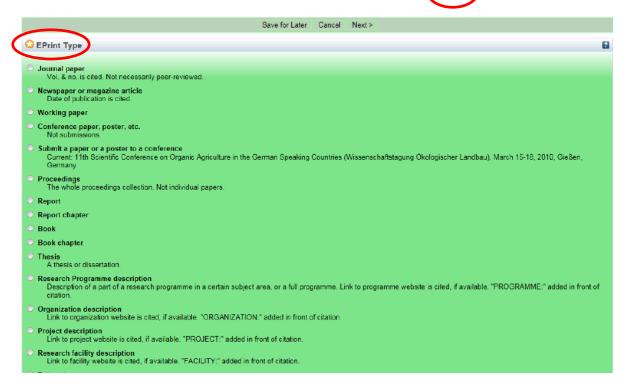


On the "Manage deposits" page, click "New item"





Choose "Eprint type" (see Eprint types later in this manual), then click "Next".





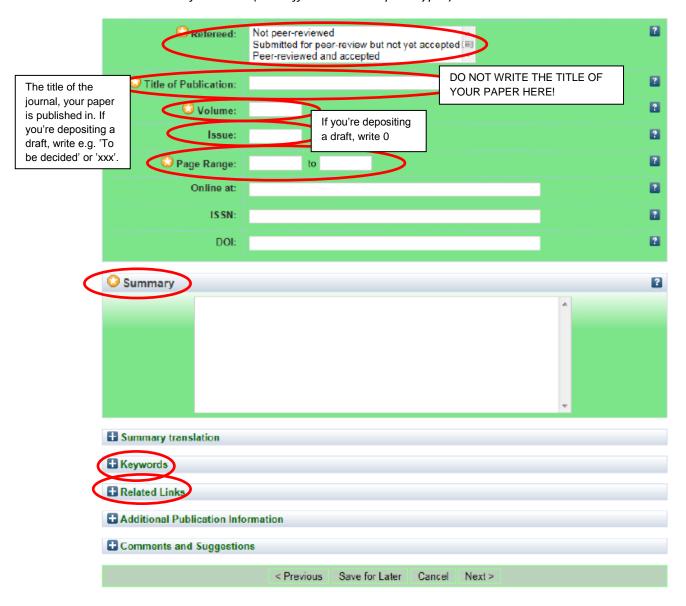
Enter the title of your paper as it appears on the first page

Enter additional information (this differs between eprint types)





Enter additional information (this differs between eprint types)



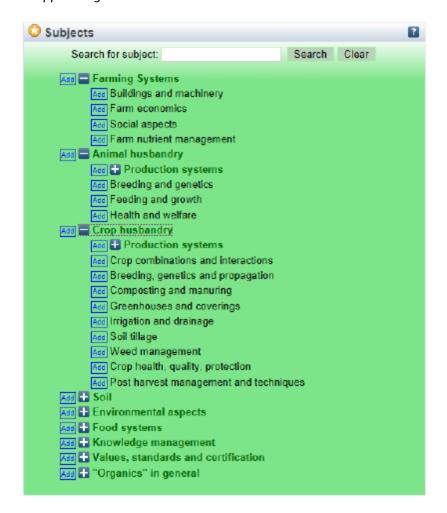
Click "Next".



Add relevant subjects by expanding the trees (click the '+') and clicking "Add".

Do not add more than 3-4 subjects.

Do not add the "trunk" (e.g. Farming Systems") AND a "branch" (e.g. Farm economics), as the "trunk" will appear together with the branch.



Click "Next"



Add your own affiliations, e.g. project, organization etc.



Click "Next"



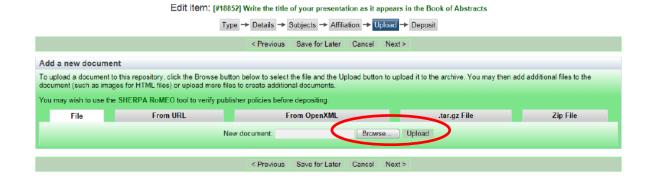
Give your paper file a relevant name.

Important

File names should follow some rules. This includes:

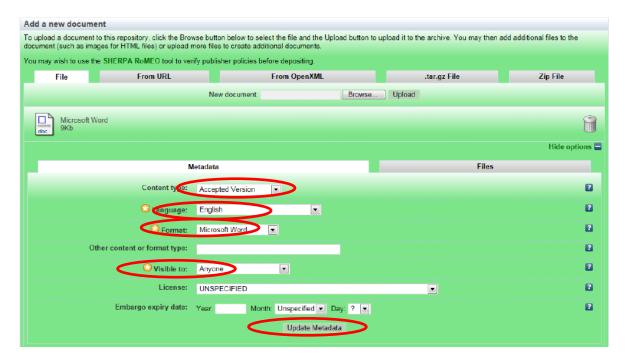
- Do not use special characters in the file name (e.g. blanks, accents, ü, ø etc.)
- Choose a clear name for your file, preferably following the format "authorname_year_keyword.doc"

Click "Browse" to find your file, then click "Upload"





After upload, correct metadata and click "Update metadata"



- **Visible to**: allows you to choose the level of access restriction for this document. Please select as open access as possible. The categories are:
 - o **Anyone**: means access for anyone with internet access (default).
 - Registered users: access only for registered users at Organic Eprints (there are currently over 15.000 registered users, so this should not be used as a way to strictly limit access)
 - Depositor and staff only: access only for yourself and the archive staff. This is useful for papers with copyright requirements (see information about copyright at http://orgprints.org/openaccess.html). Other users will see the information entered for the eprint (e.g. title, authors, summary), but will not be able to open the files attached. Official evaluators can be granted access to all the publications from specific organizations upon agreement with these organizations. You can also use this option for any additional source files that are archived only for your own future use.
- License: Specifies an explicit license for this document (does not affect the access rights you
 grant). This repository allows Creative Commons licenses. Leave unspecified if this does not
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- Embargo expiry date: The date that a publisher- or sponsor-imposed embargo expires. On and after this date, this document will be made publicly accessible. Examples: 2010 document made publicly accessible on 1st January 2010; 2010 June document made publicly accessible on 1st June 2010; 2010 June 15 –document made publicly accessible on 1st June 2010.



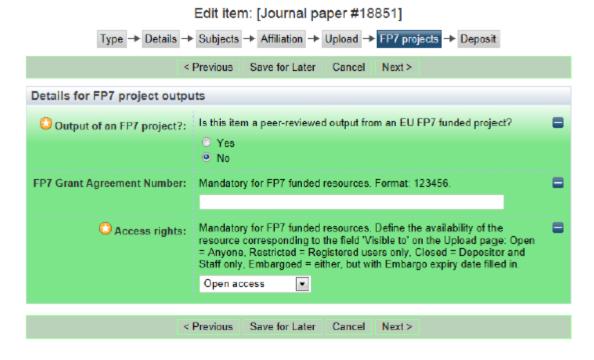
If you want, you can upload additional material (data, figures, poster or presentation):



Don't forget to update metadata for the new document! Click "Next"

If your eprint IS NOT part of an EU FP7-funded project, you can skip this page (no is default). The access rights you set previously on the upload page will not be affected.

If your eprint IS part of an EU FP7-funded project, fill this page out. The FP7 Grant Agreement Number is also termed the Project Reference (i.e. in CORDIS).



Click "Next"



Read the Deposit Agreement, and deposit your paper or save it for later





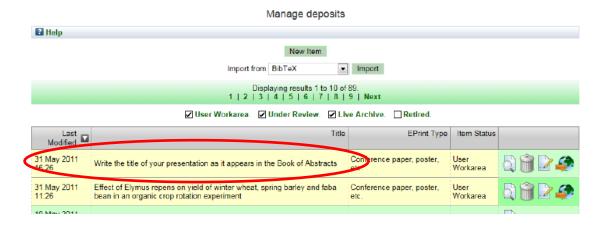
Please note, that the eprint will be edited by the archive staff before it becomes visible. Depending on workload, this may take from a couple of days to a couple of weeks.

If you choose "Save for later", you can see a preview and edit if needed (Details tab)





If you log out of Organic eprints without depositing your paper, you'll find it under "Manage deposits" later



You can then edit it and deposit it.



Eprint types

This fact sheet describes the different eprint types to help you choose the correct type for every eprint.

Journal paper: an article published (or submitted for publication or a draft) in a scientific journal – that is, not newspapers, farmers magazines etc. A journal is characterized by being issued continuously as a series with a common name and by having a year, volume and usually issue (or month). Most scientific journals have an ISSN consisting of 8 digits, two groups of 4 separated by a dash. Internet journals qualify as journals. While journals have publishers and editors, these are not part of the bibliographic information about a journal paper. Papers in journals may have a DOI (digital object identifier). If you deposit a draft of a paper for a journal, you should put it in this eprint type. If you do not yet know which journal you will submit the paper to, fill out Title of Publication with nonsense (e.g. 'to be decided' or 'xxx') (since it is mandatory) or put the name of the journal you think it is most likely you will publish in. Once you submit, and when the paper is finally published, you can then make the required changes (see "Make a new version of a document in Organic Eprints").

Newspaper or magazine article: an article published in a regularly published publication that is not a scientific journal. This could be a newspaper, a magazine, a farmer's journal etc. Newspapers and magazines may or may not have information about volume, but will usually have issue or month or date.

Working paper: a preliminary scientific or technical paper that is published in a series of the institution where the research is done. Also known as research paper, research memorandum or discussion paper. Working papers may also be unpublished, and not intended to be published. A working paper is **not a draft**. A draft for e.g. a journal paper should be put in the eprint type "Journal paper".

Conference paper, poster etc. (unpublished or published): an article or abstract or presentation or poster from a conference, workshop etc., that has not been published in proceedings or journals, but may be published on the website of the conference or the authors' institution.

or: an article or abstract from a conference, workshop etc., that has been published in proceedings (papers published in journals would be journal articles). Make sure to fill in the field "Title of publication" since this decides how the citation is shown! A presentation or poster can be attached to the article as an extra document.

Proceedings (unpublished or published): a collection of material from a conference, workshop etc. that has not been published.

or: a collection of papers (which may or may not be peer reviewed) from a conference, symposium, workshop etc. that has been published.

Please check the way the citation looks (tab: Preview) and edit it if there is excess or missing information!

You'll find Organic eprints here: http://www.orgprints.org/



Fact sheet: Eprint types v. 1.1 (9 February 2012)

Report: a technical report, a working report, almost anything that is published without being a book. Is usually published by an Institution and has place of publication.

Report chapter: a contribution to a report, such as a chapter or section.

Book: a monography (the same authors are responsible for the whole book) or antology (editors have collected contributions from several authors and have edited them). Will often have an ISBN-code (10 or 13 digits). Will always have a publisher and place of publication.

Book chapter: Contribution to a book.

Thesis: A thesis or dissertation that forms the work that has awarded the author with a title. May be M.Sc., Ph.D., Eng.D. or other.

Data set: A collection of data in a structured form. Usually the basis of research results.

Teaching ressource: a ressource that can be utilized in teaching such as an interactive website, game etc. A compendium, set of notes or a presentation could also be a teaching ressource, if it is aimed at teaching.

Web product: Text published on the internet, such as blogs, wikis, text on websites etc.

Video:

Audio:

Other: this is for eprint types that do not fit in any of the other types, but not for drafts, as these should be put in the eprint type that they will belong to once submitted. It could be:

Booklet/flyer/pamphlet: a publication that is not a book or report and not a part of a series such as a journal, magazine or newspaper. Usually aimed at dissemination. Often quite short, usually published by an institution. Does usually not have volume, issue, maybe not even page numbers.

Research Programme description: Description of a part of a research programme in a certain subject area, or a full programme.

Organization description: Description of an organization that carries out or is related to research in organic food and farming systems.

Project description: Description of a research project of relevance to organic food and farming systems.

Research facility description: Description of a research facility, where research of relevance to organic food and farming systems is, has been or can be carried out.





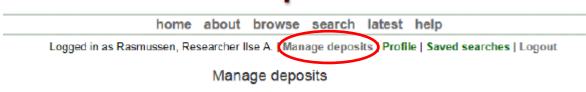
Make a new version of document already in Organic eprints

On "Home" in Organic Eprints, click "Login"

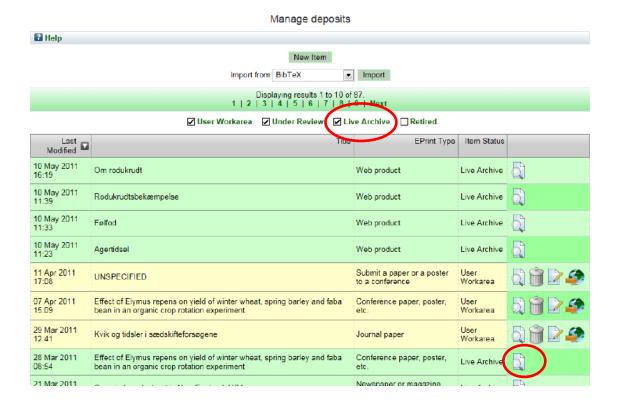


and go to "Manage deposits"





Make sure "Live archive" is checked and choose the relevant document by clicking "View item" icon





Click the "Actions" tab





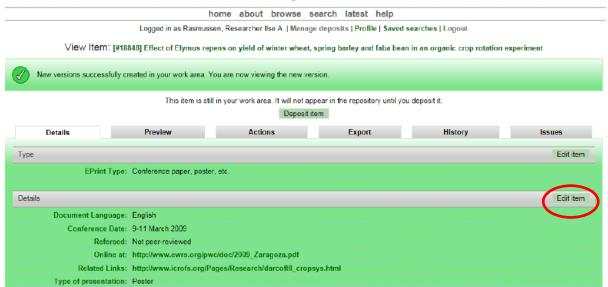
Click "New version"





You now have a new version of the item in your work area, where you can edit it.







Once you have edited it and deposited the new version, and it has been placed in the live archive by the archive administration,

the old version will appear with the text: "There is a more recent version of this item available" with a link to the most recent version.





At the bottom of the page, the different versions of the document will be shown:

Available Versions of this Item

- The World of Organic Agriculture Statistics and Emerging Trends 2007. (deposited 14 Feb 2007) [Currently Displayed]
 The World of Organic Agriculture Statistics and Emerging Trends 2009. (deposited 16 Mar 2009)
 The World of Organic Agriculture Statistics and Emerging Trends 2010. (deposited 25 May 2010 15:24)

 - The World of Organic Agriculture Statistics and Emerging Trends 2008. (deposited 28 Feb 2008)

In the most recent version, this is shown:

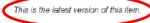


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The World of Organic Agriculture - Statistics and Emerging Trends 2010

Willer, Helga and Kilcher, Lukas (Eds.) (2010) The World of Organic Agriculture - Statistics and Emerging Trends 2010. IFOAM, Bonn and FiBL, Frick.



The different versions are also shown at the bottom of that page.



Make a "copy" of document already in Organic Eprints

If you have several papers in the same conference proceedings or otherwise similar

On "Home" in Organic Eprints, click "Login"



and go to "Manage deposits"



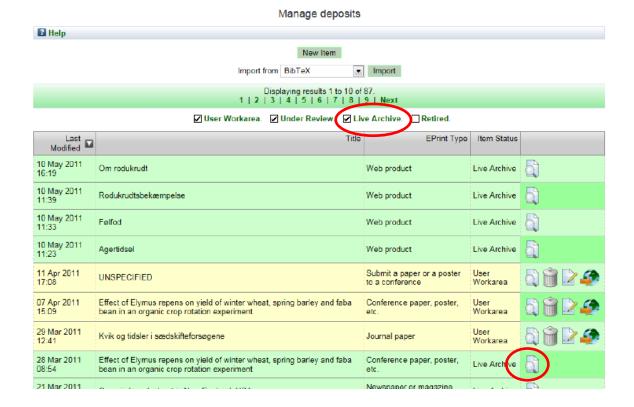
home about browse search latest help

Logged in as Rasmussen, Researcher Ilse A. Manage deposits | Profile | Saved searches | Logout

Manage deposits

Make sure "Live archive" is checked and choose the relevant document by clicking "View item" icon





Click the "Actions" tab





Click "Use as template"





Details Actions Export History

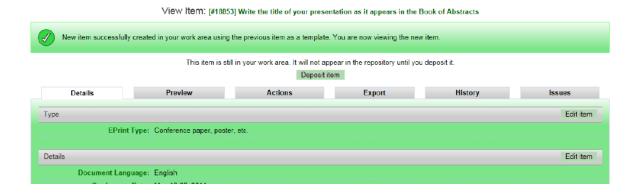
Hen resign - Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item and the new version will be linked.

Use as template - Create a new item using this item as a template. There will be no connection between the two items.

Respect to the form.

- Request that this item is removed from the repository.

You now have a copy of the item in your work area, where you can edit it.



Please note, that if you make a copy, and then change the eprint type, information that belongs to the first eprint type, but not the new one, is retained, and will be shown. So be sure to delete any information not relevant to the new eprint type. Check by clicking "Preview" tab and see how the eprint looks and if there is any "wrong" information, especially at the bottom of the abstract page. If so, change to the original eprint type, delete the excess information, and change back to the correct eprint type. Check "Preview" again!