

IMT

SCHOOL  
FOR ADVANCED  
STUDIES  
LUCCA

2016

# How to Deposit Your Work in the Institutional Repository

FULL DEPOSIT GUIDE  
IMT EPRINTS

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## LOGIN

In order to deposit your work, you need to login to the Institutional Repository.

You can access to login page from:

- Your intranet page (click on “Manage your publications”)
- The Library webpage <https://www.imtlucca.it/library/imt-publications/institutional-repository>

Login using the same credentials you use for the intranet (with complete IMT email address).

**Login**

Please enter your username and password. If you have forgotten your password, you may [reset](#) it.

Username:

Password:

Note: you must have cookies enabled.

If you sign in for the first time in eprints, you must first send an email to [lib@imtlucca.it](mailto:lib@imtlucca.it) and the Library staff will enable your credentials.

## DEPOSIT

There are **5 steps** to depositing an item, which you will be guided through. Remember to click **Next >** after you have completed each step. Fields marked with a star (★) are mandatory. Make sure you are on the “Manage Deposits page”. Click the **New Item** button.

### STEP 1 – TYPE

Select the appropriate item type (e.g. Article, Book, Book Section, Working Paper, Conference Item, Thesis, Dataset, etc.).

Edit item: [Article #715](#)

Type → Details → Subjects → Upload → Deposit

[Save for Later](#) [Cancel](#) [Next >](#)

★ **Item Type** ?

- Article**  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**  
A chapter or section in a book.
- Working Paper**  
This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**  
A book or a conference volume.
- Thesis**  
A thesis or dissertation.
- Image**  
A digital photograph or visual image.
- Video**  
A digital video.
- Dataset**  
A bounded collection of quantitative data (e.g. spreadsheet or XML data file).
- Experiment**  
Experimental data with intermediate analyses and summary results.
- Teaching Resource**  
Lecture notes, exercises, exam papers or course syllabuses.
- Other**  
Something within the scope of the repository, but not covered by the other categories.

[Save for Later](#) [Cancel](#) [Next >](#)

## STEP 2 - DETAILS

The Details page requests bibliographic information, such as the title, creator(s) (i.e. author(s)), date of publication, etc. The information you provide will allow your paper to be found by search engines, so furnishing the most detailed and accurate information possible is always to your advantage.

When you enter your own name as a creator, make sure to enter your IMT email address exactly in the same format as you use for your intranet login. If the work has been co-authored with a non-IMT co-author, please do not enter an email address for the co-author(s).

Edit item: [Article #715](#)



**Title**

The Increasing Returns Revolution in Trade and Geography

**Abstract**

Thirty years have passed since a small group of theorists began applying concepts and tools from industrial organization to the analysis of international trade. The new models of trade that emerged from that work didn't supplant traditional trade theory so much as supplement it, creating an integrated view that made sense of aspects of world trade that had previously posed major puzzles. The "new trade theory"—an unfortunate phrase, now quite often referred to as "the old new trade theory"—also helped build a bridge between the analysis of trade between countries and the location of production within countries. In this

**Creators**

	Family Name	Given Name / Initials	Email
1.	Krugman	Paul	
2.	Doe	John	john.doe@imtlucca.it
3.			
4.			

More input rows

**Corporate Creators**

1.	
2.	
3.	

More input rows

**Research Area**

Computer Science and Applications  
Economics and Institutional Change

If you would like public users of the Repository to be able to contact you to request a copy of the work, enter your IMT email address in the Contact Email Address field. Your email address will not be visible to the public, but you will receive a notification if a user requests a copy.

**Contact Email Address** ?

### STEP 3 - SUBJECTS

You must select at least one subject, but may add as many as you like. The subject classification scheme corresponds to the Library of Congress Subject Headings.



**Subjects**

Search for subject:  [Search](#) [Clear](#)

- + A General Works
- + B Philosophy. Psychology. Religion
- + C Auxiliary Sciences of History
- + D History General and Old World
- + E History America
- + F History United States, Canada, Latin America
- + G Geography. Anthropology. Recreation
- H Social Sciences
  - [Add](#) H Social Sciences (General)
  - [Add](#) HA Statistics
  - [Add](#) HB Economic Theory
  - [Add](#) HC Economic History and Conditions
  - [Add](#) + HD Industries. Land use. Labor
  - [Add](#) HE Transportation and Communications
  - [Add](#) + HF Commerce
  - [Add](#) HG Finance
  - [Add](#) HJ Public Finance
  - [Add](#) HM Sociology
  - [Add](#) HN Social history and conditions. Social problems. Social reform
  - [Add](#) HQ The family. Marriage. Woman
  - [Add](#) HS Societies secret benevolent etc
  - [Add](#) HT Communities. Classes. Races
  - [Add](#) HV Social pathology. Social and public welfare
  - [Add](#) HX Socialism. Communism. Anarchism
- + J Political Science
- + K Law
- + L Education
- + M Music and Books on Music
- + N Fine Arts
- + P Language and Literature
- + Q Science
- + R Medicine
- + S Agriculture
- + T Technology
- + U Military Science
- + V Naval Science

## STEP 4 - UPLOAD

You can upload in this section a full text version of your work (strongly recommended).

The Library encourages the deposit of a fulltext version of each deposited paper. However, the Repository must comply with copyright law.

Over 70% of journal publishers permit authors to post a copy of their paper on an institutional web site. It is strongly recommended that you retain a copy of your works at the following stages of the publication process:

1. **DRAFT:** early version circulated as a working paper;
2. **SUBMITTED VERSION:** the author's version of the paper submitted to the journal, pre-refereeing (often referred to as the **pre-print**);
3. **ACCEPTED VERSION:** your final version of the paper, incorporating any revision made during the review process (often referred to as the **post-print**);
4. **PUBLISHED VERSION:** the publisher-generated PDF of the article;
5. **UPDATED VERSION:** a version updated since publication.

To find publisher policies and to know which fulltext version you are allowed to deposit, visit the website <http://www.sherpa.ac.uk/romeo/>, which lists copyright and self-archiving policies of over 600 publishers.

We recommend that resident faculty deposit their final drafts in the Repository as soon as they are accepted for publication. This provides the author with the advantages of early dissemination and increased visibility, and helps to maximize the impact of the research, while ensuring compliance with copyright law. In cases where the use of a publisher-formatted PDF is permitted, the accepted version can be replaced by the published version when it becomes available.

Once the file has been uploaded, click on "Show options" in order to add information regarding your file.

**Content:** Which version of your work are you depositing (e.g. Accepted Version).

**Format:** What is the file format e.g. PDF

**Content Description /File Description:** Use these fields to enter more information about the content or format if necessary.



**Visible to:** Please indicate the required "access level" of this document, indicating who will be allowed to download it. If you choose a restricted access option, please ensure you provided a contact email address (on the "Details" screen). This will allow people to use a web form to request a copy of the document, and you can decide on a case-by-case basis. For journal articles, if the publisher is the copyright owner, Repository Staff will set an access level that is aligned to the publisher's policy on open access.

**Licence:** The copyright owner of the work can elect to apply a Creative Common Licence to it. This licence tells end-users what they can, and cannot do with the work. For a detailed explanation of the licences see: <http://creativecommons.org/about/licenses/> Note: if you have given the copyright in the work to a publisher, you cannot apply a CC licence.

**Embargo:** If the copyright is owned by a publisher and Repository staff discovers that an embargo period is required, it will be set during the review process. If the work is unpublished and an embargo period is desired, enter the expiry date.

## STEP 5 - DEPOSIT



**For work being deposited by its own author:** In self-archiving this collection of files and associated bibliographic metadata, I grant IMT Institutional Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that IMT Institutional Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

**For work being deposited by someone other than its author:** I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at IMT Institutional Repository) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

[Deposit Item Now](#) [Save for Later](#)

Your submission will be checked by library staff and, after a few days, will appear in the public archive.

 Item has been deposited.

 Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

Details Preview Actions Editorial Actions Export History

Type

**Item Type:** Article

Details

**Contact Email Address:** [john.doe@imtlucca.it](mailto:john.doe@imtlucca.it)

**Creators:**

Creators	Email
Krugman, Paul	
Doe, John	john.doe@imtlucca.it

**Title:** The Increasing Returns Revolution in Trade and Geography

**Status:** Published

**Research Area:** [Economics and Institutional Change](#)

**Abstract:** Thirty years have passed since a small group of theorists began applying concepts and tools from industrial organization to the analysis of international trade. The new models of trade that emerged from that work didn't supplant traditional trade theory so much as supplement it, creating an integrated view that made sense of aspects of world trade that had previously posed major puzzles. The "new trade theory"—an unfortunate phrase, now quite often referred to as "the old new trade theory"—also helped build a bridge between the analysis of trade between countries and the location of production within countries. In this paper I will try to retrace the steps and, perhaps even more important, the state of mind that made this intellectual transformation possible. At the end I'll also ask about the relevance of those once-revolutionary insights in a world economy that, as I'll explain, is arguably more classical now than it was when the revolution in trade theory began.

**Journal or Publication Title:** x

## ALTERNATIVE DEPOSIT METHODS - IMPORT

If the work in question has already been published online, instead of entering all of the bibliographic information manually, you can import it directly into the Repository via the import function using:

- a) a DOI (digital object identifier);
- b) a citation in BibTex format .

It is important to note that importing a record does not mean that it has been submitted. An imported record will appear in your deposit list and will have several fields filled in. However, you need to check the record, add any extra details and upload the full text (where permitted) before submitting.

### IMPORT USING DOI

If your publication already has an online location, it is likely that it has been assigned a DOI (digital object identifier). This is an alphanumeric character string, beginning with "10." (e.g. 10.1371/journal.pbio.0000057) which is a unique identifier for an electronic document. The DOI can usually be located either in the citation information on the abstract view page of the article or at the bottom or top of the first page of the publisher's PDF of the article. If you know the DOI number of your publication, you can choose *Import Item* rather than *New Item*.

Select *DOI (via Crossref)* from the dropdown menu and then Click *Import*



The image shows a user interface for importing items. At the top, there is a blue button labeled "New Item". Below it, the text "Import from" is followed by a dropdown menu currently displaying "DOI (via CrossRef)" with a downward arrow. To the right of the dropdown is another blue button labeled "Import".

Copy and paste the DOI **only** into the box. Make sure you enter a DOI and not a URL. For example, <http://www.aeaweb.org/articles.php?doi=10.1257/aer.99.3.561> will *not* work, nor will `doi:10.1257/aer.99.3.561`, but `10.1257/aer.99.3.561` will. You can enter several DOIs at one time, but each DOI must be on a separate line.

Example single input: 10.1007/978-3-642-22497-3  
Example multiple input:

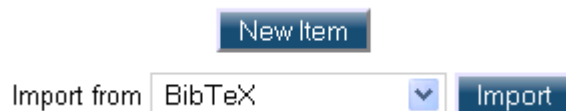
10.1007/978-3-642-22497-3  
10.1016/0167-2231(77)90052-5  
10.1080/00423110802018297  
10.1109/TAC.1981.1102596

Click Test Run and Import. The DOI will automatically populate many of the fields for you, including *Type*, *Title* and *Creator(s)*. Following the import, you will be able to make any changes you like to the bibliographic information imported, and, where appropriate, upload a full-text file. To review the information imported and then upload full text (where permitted), start from step 2 above, under Deposit.

#### IMPORT USING BibTex

Many databases for bibliographical references and publications, such as Elsevier and Springer, offer the possibility to export bibliographical data as BibTex. In order to obtain this code, go to the publication record for your work and look for a link that allows you to export citation. You will generally be given a choice of several formats – select BibTeX. Either the BibTeX-code is shown directly in a window of the browser or you can save the BibTeX-Code as a text file. BibTex records are also available for books indexed by Google Books.

In the Manage Deposits page of the Institutional Repository, make sure that “BibTeX” is selected in the dropdown menu and then click on Import:



The image shows a web interface for adding a new item. At the top is a blue button labeled "New Item". Below it, the text "Import from" is followed by a dropdown menu currently displaying "BibTeX" with a downward arrow icon. To the right of the dropdown is a blue button labeled "Import".

Copy and paste the BibTex code from your source into the Import window:

## Import Items from BibTeX

[? Help](#)

Import a single item      Import more than one item

Enter a BibTeX entry:

```
@article{Freud2001401,
title = "The Interpretation of Dreams",
journal = "Psychoanalytic Psychology",
volume = "18",
number = "2",
pages = "401 - 405",
year = "2001",
note = "",
issn = "0736-9735",
doi = "",
url = "http://www.sciencedirect.com/science
```

Test without Importing    Import Items

If the import is successful, you will have a record in the Repository with several fields already filled in, such as Type, Title and Creator(s). To review the information imported and then upload full text (where permitted), start from step 2 above, under Deposit.

### MODIFY YOUR RECORD

If you want to modify the information registered in your work record, you must send a request to [lib@imtlucca.it](mailto:lib@imtlucca.it) specifying the ID number of the record you want to change (you can find it in the link of the record: <http://eprints.imtlucca.it/3310/>). Library staff will enable you to make changes to it.

When you need to modify your record (some example):

- If the work deposited has been published, so you will change the status from "in press" or "submitted", to "published";
- If you want to add or change the journal title of your submitted work;
- If you want to add or change the uploaded file.

## **OTHER FUNCTIONALITIES**

In the “Actions” tab of each records there are three more functionalities: “Use as template”, “New version”, “Request delition”.

### **USE AS TEMPLATE**

This option allows you to duplicate a record creating a new one with the same information of the first one.

When to use it:

- when you want to deposit more papers submitted or published in the same journal issue (you will only change the information regarding title, abstract and pages).

### **NEW VERSION**

The “New version” option is very important because it creates a new record linked to a previous version of your work. We suggest you to use this functionality when you have to deposit a new version of the same article in order to track all the publishing history of you work: from the version submitted to a disciplinary archive (such as arXiv, Repec, or other working paper series) or the paper presented to a conference, to the version published in a journal, a book or conference proceedings.

If you need further assistance, consult also the FAQs or ask the Library at: [lib@imtlucca.it](mailto:lib@imtlucca.it)