

OceanBestPractices Guidelines for Depositors, Version 2021-07-20

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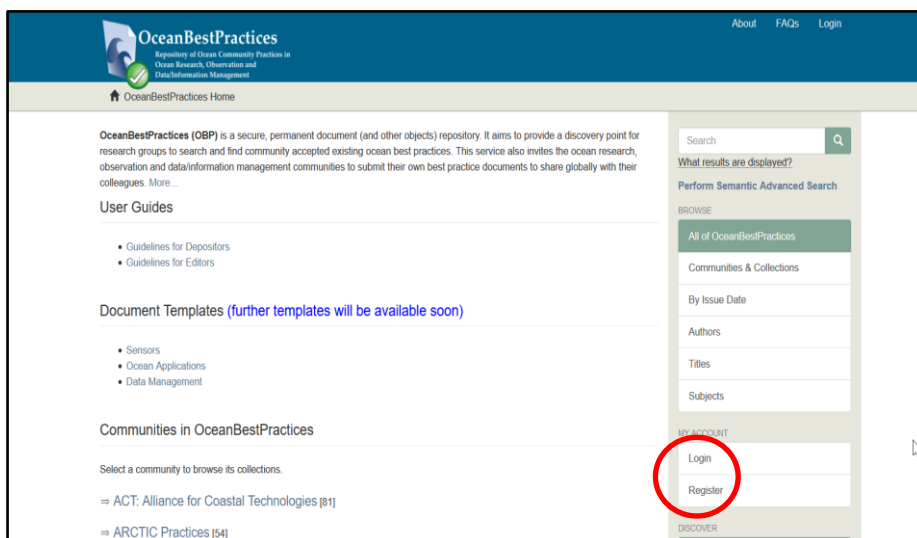
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Some Common Problems for depositors

Welcome to **OceanBestPractices**, the repository of community practices in ocean research, observation and data and information management. OceanBestPractices may be searched and files downloaded by anyone, but before you can deposit into **OceanBestPractices**, or saved searches or set up an RSS feed you must first Register.

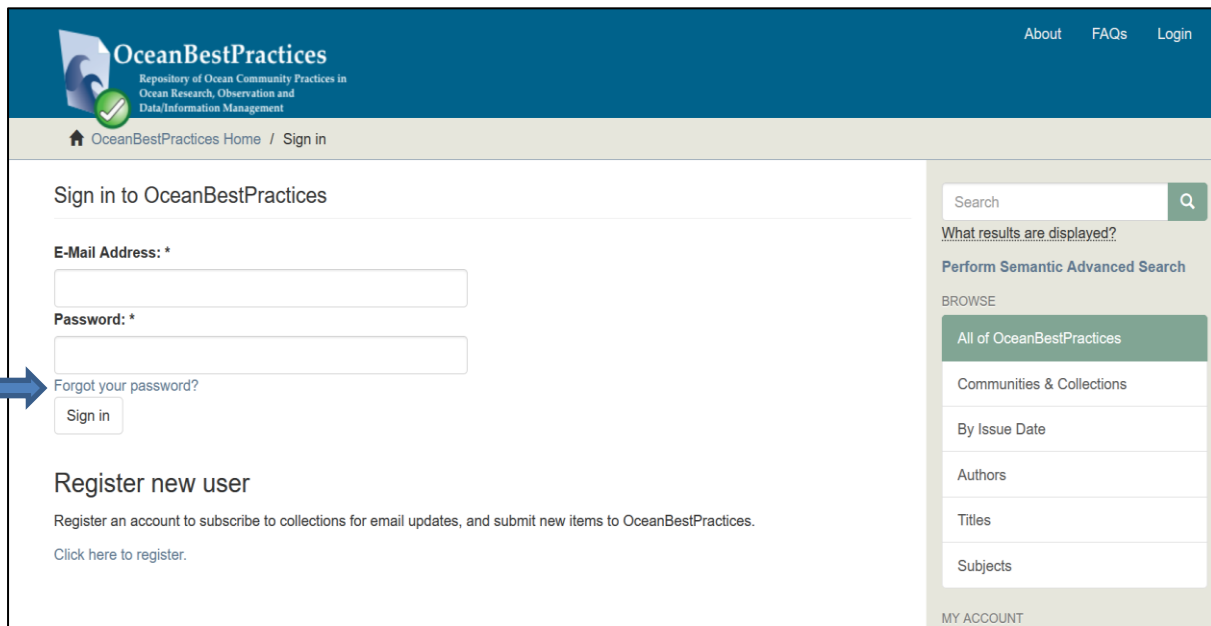
Registration

Go to <https://repository.oceanbestpractices.org/> and click on **Register** on the Right Hand sidebar of the Home Screen.



After you have submitted your registration, you will receive an email requesting you complete your User profile and to contact oceanbestpractices@iode.org to discuss which Communities and Collections you wish to make deposits. If you do not receive this confirmation email from OceanBestPractices within three days of your registering, contact oceanbestpractices@iode.org and query. If there is no existing Community/Collection you want to deposit into, you can discuss if a new Community/Collection is required to be added for your use.

Once you have received confirmation of your registration and have agreed with OBPS Repository Manager which Communities/Collections you will deposit into, you may return to [OceanBestPractices](#) and **Login** (click either at the top RH of screen or bottom or RH sidebar). If you have forgotten your password, click on ' [Forgot your password?](#)'

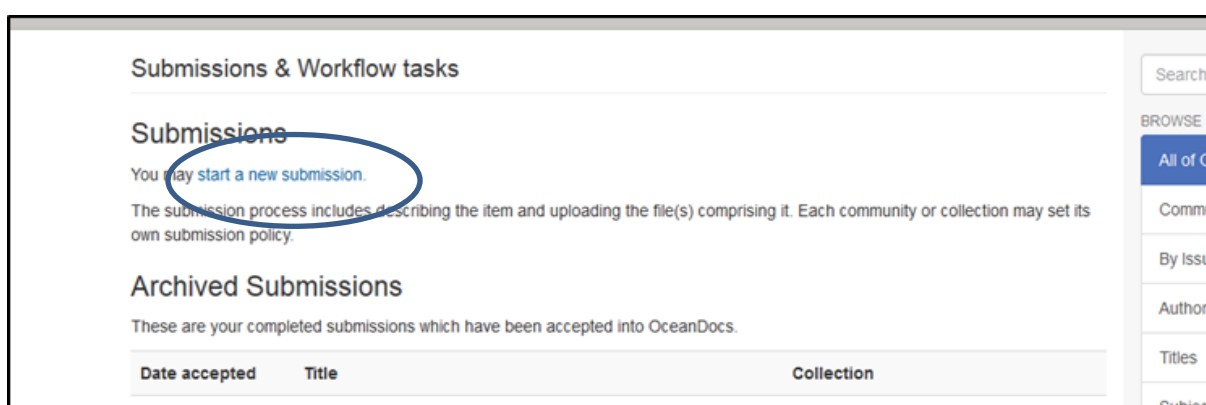


Submissions

Your login will take you in your Submissions and Workspace screen. On this screen, you will also see any earlier submissions either deposited or still in your own workspace. You may start a **new submission** by clicking on 'You may [start a new Submission](#)'. or you can start from the OceanBestPractices Home screen and click [Submissions](#) on the right hand sidebar.

If you wish to deposit a **new version** of a title already in the repository - this can only be done by a **Collection Administrator** (see separate document [Guidelines for Editors and Administrators](#))

Clicking on 'You may [start a new Submission](#)' will open a series of screens where you can enter the metadata (descriptive information) about the item you wish to deposit.



Item Submission Screen

Click the dropdown box and select a Collection (note you will only be presented with Collections into which you have been registered to make submissions). If your Community-Collection/s do not display in the dropdown contact oceanbestpractices@iode.org.

Click **Next**

Describe Screen 1

At any stage, you can leave the submission process by clicking **Save & Exit** and the record will be saved in your workspace for you to work on later (after login your Workspace is displayed).

Select one of the **Item Types** by clicking on the 'button' alongside the item description. This selection then defines the metadata fields you will be presented with to complete. Mandatory fields to be completed are indicated with an * (Title; Year of Publication) **must** be filled with data.

Use the dropdown selection to select the **Language** of the full text deposit. If it is an image or software select 'N/A'

Methodology Identification

The following metadata is collected to identify the methodological category of your deposit.

Methodology Type

Click the dropdown box and select as many of the methodological types that apply to your deposit. When selection complete, click outside the selection box.

Methodology type:
Whatever the title or format of your work it should be deposited on the understanding that your document content is put forth by you as a contribution to the methodological base of the ocean community

N/A

Guidelines & Policies
Guidelines & Policies: A set of conventions and options to advice action; an indication or outline of conduct. Policies are generally high-level guidelines on expected or acceptable behaviour, especially of a governmental body

Method
Method: A documented procedure, a step-by-step set of instructions for accomplishing a task. Examples include manuals, scientific/medical protocols, standard test methods and standard practices (e.g. standard operation procedures)

Methodological commentary/perspect

Select how broadly your deposit has been adopted/used

Adoption level:

Novel (no adoption outside originators)

Validated (tested by third parties)

Organisational

Multi-organisational

National

International

N/A

Please indicate how broadly the uploaded methodology is used and/or adopted; please select all that apply.

Endorsement (author declared):
Please indicate if your submission (in its entirety) has been endorsed by an organisation or community as one or more of the following:

De jure standard

v

Add

De jure standard: A methodology that an official authority has legally declared as a reference or authoritative model.
De facto standard: A methodology that has become a reference or authoritative model through wide adoption and common use in at least one community of practitioners.
Good practice: A methodology that has repeatedly produced reliable, fit-for-purpose results with regard to its stated objectives.
Recommended practice: A methodology that has been recommended for use by an authority, organisation, community, or other group.
Best practice: methodology that has repeatedly reproduced superior results relative to other methodologies with the same objective and which has been adopted and employed by multiple organisations.

Please select from the left-hand dropdown, the category of practice/standard and in the right-hand free text box if the deposit has been recommended for use by an organization. Click Add. If more than one organization has recommended complete the boxes again with the different organization names/s

Endorsement (external)

The last field for methodology identification and recommendation asks if your submission has been officially 'endorsed'/recommended by a recognised group of authority.

Select from the left-hand dropdown the relevant response and add in the right-hand free text box the name of the group. If a certification of recommendation/'endorsement' is available, please upload that with the full text file

Describe Screen 2

Fill in information about your deposit for each of the applicable fields. **Remember different metadata fields will be presented for different document types, so you will not necessarily see all the following metadata fields when entering different document types eg. Report fields will be different to Journal Contribution**

If provided click **Add** when you have entered the metadata in each field (this is so that you can input more than one entry – note when you press **Add** the metadata is displayed underneath the field

Help text is provided for each metadata field

Mandatory fields are marked * and must be completed (**Title and Date**)

Author or Editors

As a rule, you should enter the authors/editor's names as they are presented in the publication you are depositing. enter the Last Name/First Name data and click **Add**. Every author listed in the publication should be added in the order given in the publication and click **Add** after each one is entered

Adding ORCID (author unique identifier)

Enter the author/editor Family name in Last Name and First name/s in that field then click LookUp. **Ensure that in the ORCID search box the last and first name are separated with a comma** eg. Smith, John. It will take a moment and you will be presented with a listing of authors/editors with last names/first names like the one you have entered. Click the name format you want to use and then click **Add**. If you are unable to identify an ORCID then click Add to enter the Last Name and First Name that you manually.

Corporate Author – enter an organization or project name

Date of Issue: *

Year Month Day

Please give the date of publication or public distribution. Only year is mandatory.

Review Date:

Year Month Day

Please enter the date your document should be reviewed for updates.

Title: *

Enter the title of the item and end with a full stop. Any subtitle should be separated from the main title by a colon (:). Include volume or edition information with the title. Conference information not already included in the title can be added here in [] brackets.

Other Titles:

If the item has any alternative titles eg translated title or shortened or commonly known title, please enter them here.

Place of Publication:

Enter the place of publication for this item, using City, Country.

Publisher:

Enter the name of the publisher for this item.

Date of Issue (publication)

It is only necessary to enter the YEAR.

Review Date

Enter the date your document should be reviewed for updates.

Title

Complete this field with the title as given on the title page. Include Volume or Edition in the title field. Any additional title information that is not on the title page should be added with square brackets []

Other Titles

Non-English or shortened or commonly known title, eg. *Guide to best practices for ocean acidification...* is also known under the title 'The OA Bible.'

Place of Publication

Enter both the city and country eg. Paris, France, unless it is in the USA when city and state abbreviation are entered eg. Silver Spring, MD

Publisher

This can be an organization name or a commercial publisher.

Pages

Where documents are paginated enter the number of pages eg. 239pp.; 23pp. & Appendices

Series/Report No.

Some books and reports are part of a numbered series, enter the full name of the series and enter the number in the separate fields.

Identifiers

Use the dropdown to select each of the identifiers for the document and complete the free text box alongside.

OBPS will issue a DOI only if one is not identified in this metadata field.

Pages:

Enter number of pages eg. 23pp.

Series/Report No.:

Series Name Report or paper No.

Enter the series and number assigned to this item.
eg. Elsevier Oceanography Series 74
eg. Woods Hole Oceanographic Institution Technical Report WHOI-97-01
eg. Scripps Institution of Oceanography Featured Video 15

Identifiers (DOI Original, ISBN, ISSN):

DOI Original

DOI Original
ISSN
ISSN
Other

associated with it, please select the type of identifier from the dropdown and enter

Resource URL:

Publisher, organisation, project etc

Publisher, organisation, project etc
Code Repository
Dataset
Other

Enter URL in box.

(able):

If your methodology has an official URL; or stores its data or code in a separate Repository, enter the URL or URI in the text box and click **Add**. More URLs can be added if appropriate

In the next field enter the contact details for the author or responsible person for the methodology

Contact Name Including ORCID or Email (if available):

Name

Name
Email
ORCID

re; if not we strongly recommended obtaining an ORCID

< Previous Save & Exit Next >

For Journal Articles:

Journal Title:

Revista Cubana de Investigaciones Pesqueras

Enter Journal Title in full - not the abbreviation

Volume:

Enter Journal Volume

Issue Number:

Enter Issue Number

Page Range:

Enter Page Range (e.g. pp.7-17)

Journal Title

Enter the full journal title, do not use title abbreviation.

Volume

Enter the Journal volume number as indicated on the article

Issue Number

Enter the issue number of the volume or unique number of journal issue. Some e-journals only use an article number Add this here eg. Article e45690

Page Range

Enter as pp.50-120; or if whole issue pp.1-175.

Describe Screen 3

To increase discovery of your deposit you are strongly advised to complete the Abstract and Subject Keywords metadata fields.

Abstract (English):

Enter the abstract of the item. If the full text deposit is in a non-English language, an English abstract must be provided.

Abstract (Other Language):

Enter the abstract of the item, in any other language (if required).

Maturity Level:

If applicable please note the maturity level/technology readiness level of the methodology. Select one from the dropdown

Spatial Coverage:

Enter if appropriate each region separately and click Add, using IHB Sea regions - use <https://www.nodc.noaa.gov/worlddatacenter/regions.html> as guidance

Abstract/s

Enter both the English and original language. Copy and paste into the box and click . Then copy and paste the second language abstract into the second box and click **Add**. Sometimes the pasted text is not well aligned, but when the record is added it will be formatted. Note check symbols when copy and paste. Italics will not be displayed

Maturity Level

Select from the dropdown box the Technology Readiness Level most appropriate for the BP. Otherwise leave at N/A.

Spatial Coverage

May not be appropriate for most BP. Choose the IHB region from the URL

<https://www.nodc.gov/worlddatacenter/regions/html>

Sustainable Development Goals (SDG)

Click the SDG Goals .. tab and select individually all the SDG indicator down to the Indicator level eg. 14.2.1 if possible but it is necessary to select the Goal AND target. Click **Add** after each SDG selection

Essential Ocean Variables

Enter individually each appropriate EOV from the URL <http://www.goosocean.org/eov> and click **Add**.

Sustainable Development Goals (SDG):

Click the 'SDG Goals, Targets, Indicators' button below to select appropriate SDG Goals, Targets and Indicators. Expand the display by clicking on the folder icon to see all Goals, Targets and Indicators for each SDG.

Essential Ocean Variables (EOV):*

If your submission was developed to be compatible with the GOOS EOVS (following relevant specifications) please enter all applicable. Enter individually and click Add. Refer to this page for more information https://www.goosocean.org/index.php?option=com_content&view=article&id=170&Itemid=114. Enter N/A if not applicable.

Essential Biodiversity Variables (EBV):

If your submission was developed to be compatible with the EBV (following the relevant specifications), please enter all applicable. Enter individually and click Add. Refer to this page for more information: <https://geobon.org/ebvs/what-are-ebvs/>. Enter N/A if not applicable

Add

Essential Climate Variables (ECV):

If your submission was developed to be compatible with ECV (following the relevant specifications), Copy and paste standard variable names (e.g for atmospheric variables not already under EOVS). Enter individually and click Add. Refer to this page for more information: <https://gc.os.wmo.int/en/essential-climate-variables/table>. Enter N/A if not applicable

Add

Other Variables:

Please enter here any other variable relevant to the document that are not included as EOVS, EBVs, ECVs, above, (e.g. Ice accretion; Anthropogenic carbon). Enter free text individually and click Add.

Add

Enter N/A if not applicable

Sensors:

If applicable, please enter here the type of sensor/s and manufacturers that are mentioned in the document, e.g. Water sampler General Oceanics. Enter free text individually and click Add.

Add

Enter N/A if not applicable

Essential Biodiversity Variables

Enter individually each appropriate EBV from the URL <https://geobon.org/ebvs/what-are-ebvs/> and click **Add**

Essential Climate Variables

Enter individually each appropriate ECV from the URL and click **Add**

Other Variables

Enter individually and click **Add** any other relevant variables not already covered.

Sensors

If applicable enter type of sensor and manufacturer if mentioned in the document

For these three fields, the SeaDataNet vocabulary has been loaded into OceanBestPractices, to permit selection of predetermined terms.

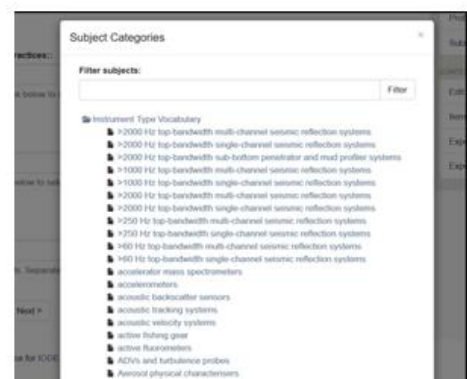
Click [the keyword and phrases tab](#) under each field and the selection will display; click each term individually and Click **Add**, to add more terms click [keyword and phrases tab](#) again.

Each main category can be expanded by clicking the icon alongside the category

Subject: Parameter Discipline

Subject: Data Management Practices

Subject: Instrument Type



Subject: Other:

Enter any other subject keywords or phrases individually and click Add

Additional Information:

Enter any other description or comments in this box.

Refereed Status:

Is this document peer reviewed/refereed?

Select if the item is refereed

Citation:

Enter the standard citation: Report example: Author/s (year) Title. Place of Publication, Publisher, Pages, (Series Document ID). DOI:

Articles published in Frontiers RT Best Practices in Ocean Observing:

Year Month Day

Subject: Other

Provides a metadata field for the input of any uncontrolled retrieval terms (not covered by the vocabularies). Input each term or phrases individually and click **Add** Start each term or phrase with a capital letter e.g Marine spatial planning

Additional Information

Enter any important notes or information that is not included in the metadata

Refereed Status

Select from the dropdown box whether your deposit has been peer reviewed (Refereed or Non-Refereed)

Citation

Enter the citation for the item you are depositing, in the normal format as used for reports (or journal articles)

Article submitted to RT

Relates only to journal articles that have been submitted to Frontiers in Marine Science Research Topic Best Practices in Ocean Observing

File Upload

Next, you will **Upload** your digital file (most commonly a pdf). Every record (except Document Type Web-based Content) **MUST** have a full text file uploaded. Use the Browse button to find the file on your computer (unfortunately you cannot upload directly from a URL yet), then click on Next (or **Upload file OR add another** if you have more than one file to upload). Use the File Description box to indicate differences between the files, i.e. whether it is the primary one, and also in File Description enter text if you need to identify something special about the file. Eg. pp. 1-50 only. Note thumbnails can only be generated by the system from pdf or jpeg files uploaded.

Item submission

Describe Describe Describe Upload License Review Complete

Upload File(s)

File: *

No file selected.

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer. System supports thumbnailing for PDF and JPEG files. ONLY, PDF Files generated using Adobe will generate proper thumbnails.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

When the file is uploaded the screen will display the file details and you have the opportunity to provide additional file information by clicking on [Edit](#).

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> GuidelinesSubmissionAOD.pdf	886041 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>

File checksum: MD5:6a200dbce01ab2d86b2c2d4099b605fe

Complete any additional information you want to add then Click on **Save** which will take you back to the Upload File screen. Click **Next**

Edit File

File: [GuidelinesSubmissionAOD.pdf](#)

File Description:

Optionally, provide a brief description of the contents; for example, "Main article", or "Experiment data readings".

Select the format of the file from the list below, for example "Adobe PDF" or "Microsoft Word." **If the format is not in the list, please describe it in the input box below the list.**

Detected Format: Adobe PDF

Selected Format:

If the format is not in the above list, **select "format not in list" above** and describe the file's format in the box below.

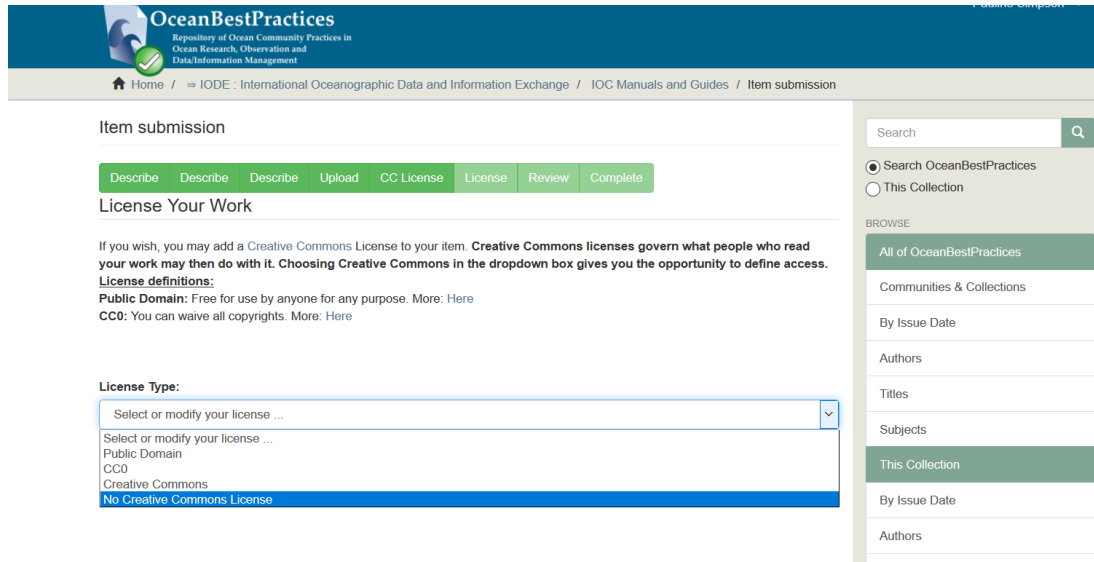
Other Format:

The application's name you used to create the file, and the version number (for example, "ACMESoft SuperApp version 1.5").

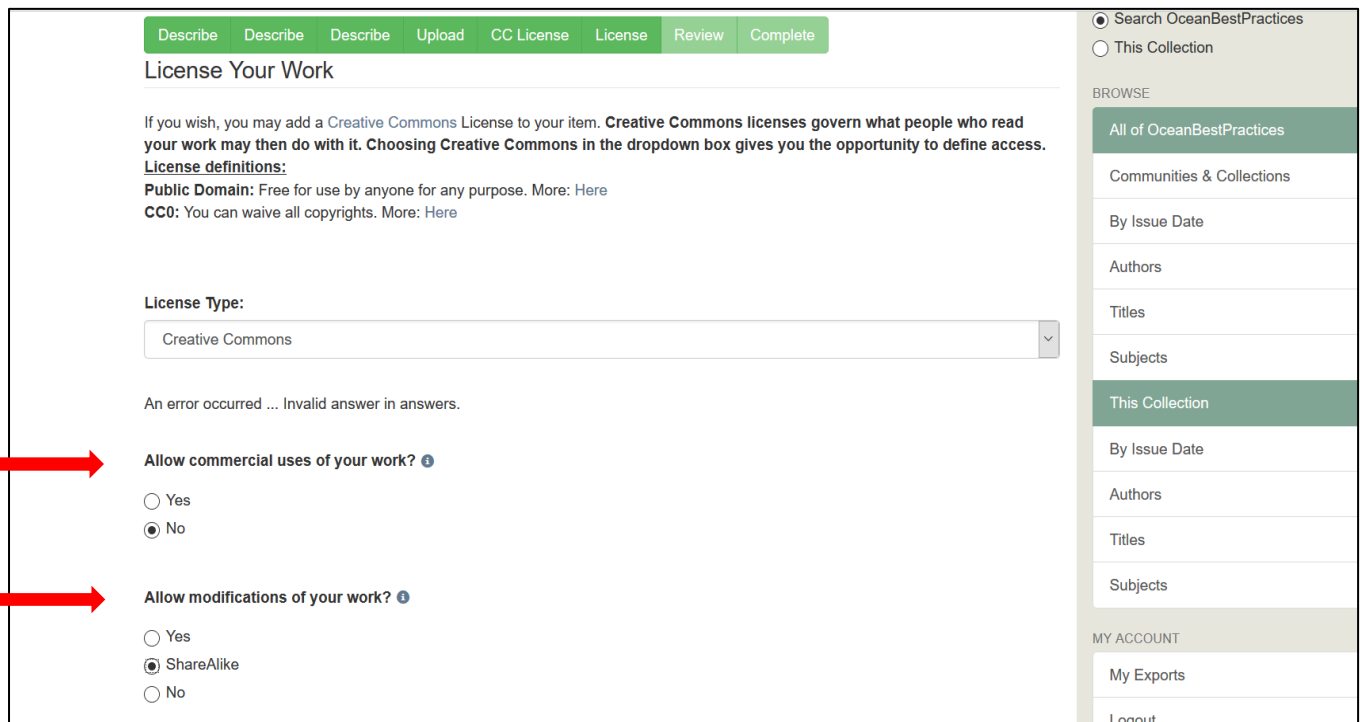
License – Use

License Your Work (Rights Management)

This screen enables you to select which user permissions apply to this deposit.



If you select the **Creative Commons** option the following screen will appear and you can then select which of the use permissions apply to your deposit and the correct CC license will be added to the metadata



Click **Next**

Deposit Agreement

The final step is to click on the **I Acknowledge this Agreement** check box. In doing this you confirm that what is submitted is not in copyright violation, that non-exclusive rights are given to the OceanBestPractices Repository for internet distribution for non-commercial educational use only and that necessary format changes can be made for preservation of the digital package.

Item submission

Describe Describe Describe Access Upload CC License License Review Complete

OBP DEPOSIT AGREEMENT

In self-archiving this collection of files and associated bibliographic metadata (Work) whether personally or through an assistant or other agent, I grant OceanBestPractices the right to store them and to make them permanently available publicly for free on-line. Rights granted to OceanBestPractices through this agreement are entirely non-exclusive. I am free to publish the Work in its present version or future versions elsewhere. I agree that OceanBestPractices may, without changing content of the repository copy, translate the Work to any medium or format for the purpose of preservation or discovery. I understand that once the Work is deposited, a citation to the Work will always remain visible, although the author retains the right to update the Work. Removal of the item can be made after discussion with the OceanBestPractices repository administrator. I declare that I have the authority of the authors to make this agreement and I understand that IODE does not assume any responsibility for any content errors, or any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright or specify document use permissions within their work e.g. Creative Commons).

Clicking 'I acknowledge this agreement' indicates your acceptance to these terms.

Acknowledgement:

I acknowledge this agreement

< Previous Save & Exit Next >

Click **Next**

Review Submission Screen

You are given the opportunity to review and correct any metadata on this screen. Click [Correct one of these](#) to edit the metadata within that section it will take you back to the form fill screen.


Item submission

Describe Describe Describe Upload CC License License Review Complete

Review Submission

Describe Item

Type: Report
Language: English

Correct one of these 

Describe Item

Date of Issue: 2016
Title: tet for currency
Identifiers (DOI, ISBN, ISSN): ISBN:IOC/2016/MG/75

Correct one of these

Describe Item

Publication Status: Published

Search

Search OceanBestPractices
 This Collection

BROWSE

All of OceanBestPractices

Communities & Collections

By Issue Date

Authors

Titles

Subjects

This Collection

By Issue Date

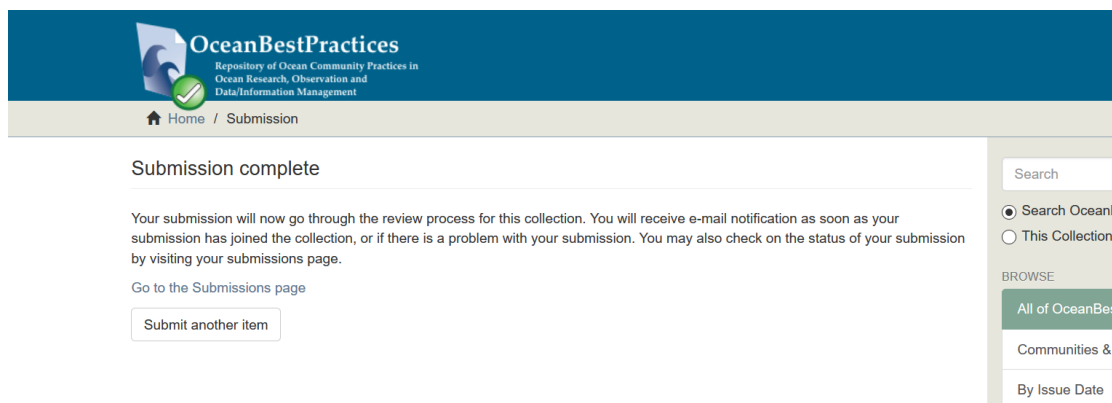
Authors

Titles

Subjects

When you are satisfied with the metadata click [Complete Submission](#).

Congratulations!!



You can now [Start a new submission](#) or [Logout](#).

An email will now be sent to the Editor of your Collection, who will review the record and either Approve it and the record will appear in the live repository and display in Recent Additions or Reject it with notification to you for the reason – the record will appear back in your Workspace.

As soon as your item is approved by one of the editors, it will be moved into the active repository and you will be notified by email. We aim for a maximum 48 hours turn-round time.

Contact oceanbestpractices@iode.org if you do not receive any notification concerning your deposit within 4 days.

Feedback on the OceanBestPractices Repository is welcome, please use the [Send Feedback](#) facility displayed at the bottom of each page.

There is also a Help facility.

Information and Contacts

Any correspondence concerning OceanBestPractices should be sent to oceanbestpractices@iode.org

Some common problems from Depositors

Metadata fields all have a HELP text under the field indicating how the metadata should be input – the input format should be followed.

Authors - Incomplete list of authors or in wrong order	<i>Enter all authors in correct order</i>
Title all in capital letters	<i>Use upper and lower case.</i>
Title not finished with a full stop.	<i>Enter the full stop</i>

Pages entered without pp. or just p.	<i>Enter e.g. 53pp.</i>
Page range entered without pp. in front	<i>Enter pp. e.g. pp.9-13</i>
Missing data e.g. publication date, pagination , place of publication, publisher etc.	<i>Open PDF and find and enter missing metadata OR Try to obtain more metadata information from the internet</i>
Editor and Personal author fields completed for creator	<i>If both appear check file and in preference use Personal Author/s and delete Editors</i>
Organization entered as corporate author when it is only the authors parent organization	<i>Delete the organization from the Corporate author field.</i>
Full text file (pdf preferred) not uploaded	<i>No record will be accepted without a full text file uploaded (except Web-based Content)</i>
Uploaded PDF file unable to be opened or bad quality	<i>Record will be returned to depositor</i>
DOI initials entered into the metadata field e.g. doi: 1xxxx.	<i>Enter only the number in the DOI field eg. 10. xxxx</i>
Format of journal title, publisher, punctuation at variance with previous input	<i>Endeavour to maintain uniformity of format for items from the same publication or series</i>
Abbreviated Journal title entered	<i>Enter the full journal title</i>
Subject/Uncontrolled Keyword terms entered as a string	<i>Enter each term or phrase individually and click Add after each one</i>

[end]