OceanBestPractices Guidelines for Editors
Version 2021-07-10
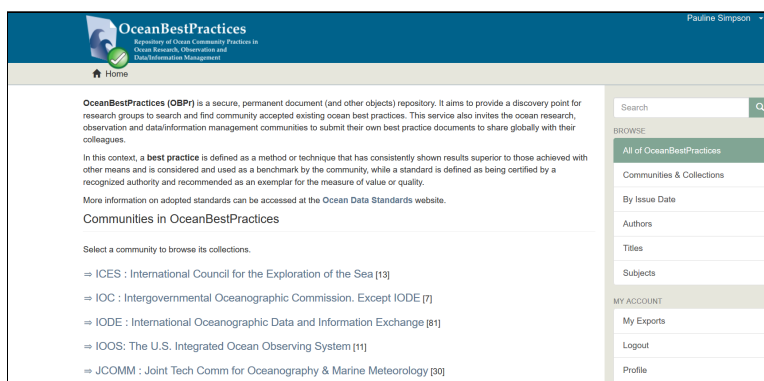
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Introduction
This document will guide Editors through the workflow stages and the process of approving, rejecting, or editing items submitted to OceanBestPractices
https://repository.oceanbestpractices.org/
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OceanBestPractices is the IOC Repository of Community Best Practices in Ocean research, observation and data and information management.

All deposits, by whoever they are made, are held in a Review Area until they have been checked by a Collection Review Editor. Only when a deposit has been approved by an Editor is it moved to the public area of the repository. Immediately after records have been approved they appear in Recent Additions (accessed by clicking OceanBestPractices Home), and after overnight indexing the record will be searchable, the thumbnail will be generated and a DOI issued.   (FYI – the OceanBestPractices software is DSpace 6.3)

Responsibilities of Editors
 Allocation of records to individual editors is based on Community and Collection permissions, not on the depositor:
- Review the record within 48 hours of submission.
- Subject suitability of records.
- Quality control of records metadata
- Uniformity/Consistency of metadata
- Copyright queries / Permissions to deposit
- Share with OBP Project Manager any queries concerning a record.

Permission Profiles

There are four levels: Submitter; Editor; Collection Administrator, Administrator. Each level gives additional access to functionality. All who register will be allocated as a submitter to a Collection after discussion with the OBPS Project Manager, but to become an Editor or Collection Administrator, it is necessary for The OBPS Repository Manager to upgrade your user permissions.

Submitter: These are individuals that have permission to submit new items to any collection to which they have been allocated on registration. Typically, this work is performed by designated persons though, in some cases, authors may deposit their own work, but of course they must go through the registration process first.

Editor: The people responsible for this step are able to edit the metadata of **incoming submissions**, and then accept or reject them and while doing that edit the metadata. Editors receive automatic email notifications when a new submission requires review for any Collection for which they are responsible.   Ideally, new deposits should be reviewed within 48 hours of submission.

Collection Administrator
Collection administrators decide who can submit items to the collection, edit item metadata **(after submission**), and add (map) existing items from other collections to this collection (subject to authorization for that collection).

Community Administrator
Community Administrators can create new Collections within a particular Community, decide who can submit items to the collection, edit item metadata **(after submission**), and add (map) existing
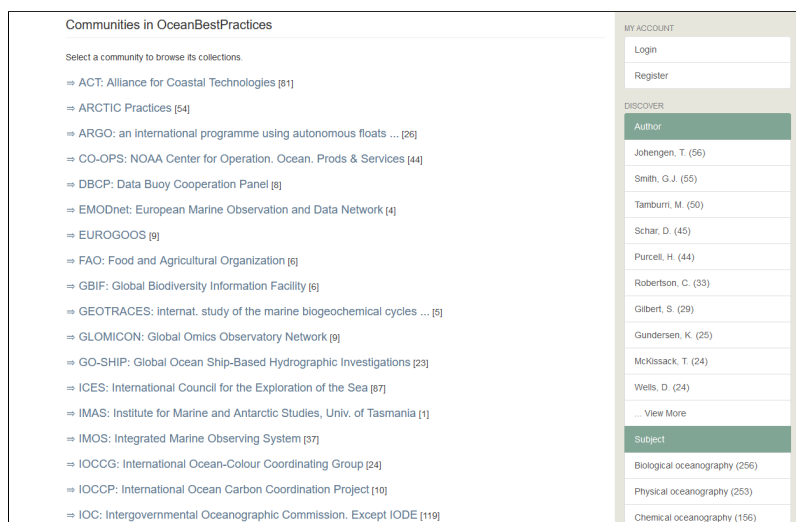
items from other collections to this collection (subject to authorization for that collection) and create new versions of records

Administrator: There are only two administrators with overall control over OceanBestPractices: the Project Manager and the Technical Manager.   In addition to all activities of other Administrators they can add new Communities and have overall control of the repository.

Communities and Collections

OceanBestPractices content is organized around **Communities** and **Collections**. Communities are top level aggregations, Organizations (International and National) and projects etc). New Communities can only be added by Administrators after agreement from the OBPS Project Manager. Within the top level Community there can be **Sub-Communities.**   Each Community or Sub-Community contains one or more **collections** of submitted items.

The ability to submit, review, edit and/or approve a record requires a specific level of authorization. If you have any questions regarding your authorization level or related tasks, please contact the OBPS Project Manager on oceanbestpractices@iode.org

Review Workflow

This section is intended for individuals who have been assigned as a Collection Review Editor by an Administrator. The people responsible for this step have had extensive experience of submitting deposits. They can edit the metadata of **incoming** submissions, and then accept or reject them. For this reason, most collections in OceanBestPractices will have an assigned Editor ideally from the depositing organization.

NOTE : only a Collection Administrator can edit records **AFTER** they have passed into the live repository.

The following instructions detail the basic review workflow in OceanBestPractices for Editors. Please note that you must be authorized by the OBPS Repository Manager to perform these tasks.

Instructions for submitters may be found in a separate **Guidelines for Depositors** available as a link on the OceanBestPractices Home interface.

Login

On the OceanBestPractices homepage at https://repository.oceanbestpractices.org/, in the Right-Hand sidebar, click on Login under "My Account" or on the top bar. To Login you need your registration email and password
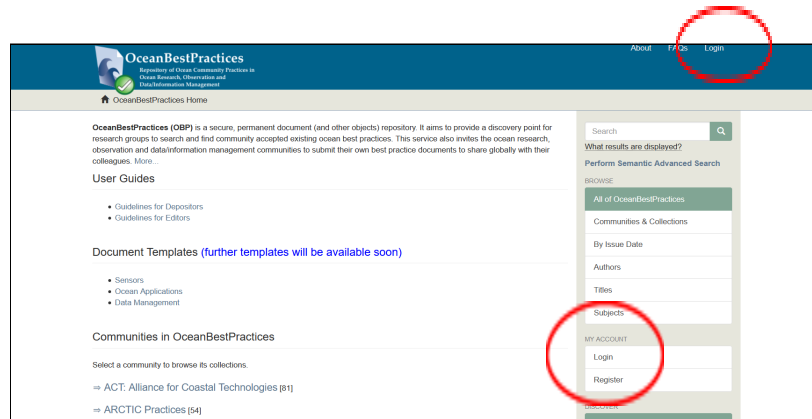
Approving, editing, rejecting submissions

Now that you have logged in, you will have new menu options on the home page right hand side bar. Locate and click on **Submissions i**n the Right-Hand sidebar menu. This menu item will take you to your Submissions & workflow tasks page where you can locate records waiting for review.
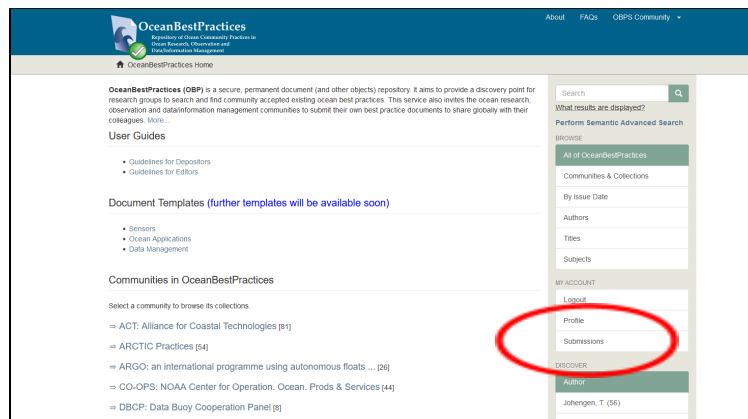
Tasks in the Pool

Tasks in the pool, are waiting to be claimed by the Collection Review Editor who will have received an email informing them that a new deposit has been made into a Collection for which they have editorial responsibility. – tick against the record and click **Take selected task** to claim responsibility for reviewing.

Tasks you Own

Tasks you own are items you have already claimed - click on the title of the record (submission) that you need to work on .

Task Actions

Once you have claimed a task, you will have the option to approve, reject, or edit the item before it goes into the live repository. . You may also choose "cancel" if you wish to leave the task for another time. Click on the "Edit Metadata" to review the submission and determine whether it can be approved or rejected.

Edit Metadata

Select this action and it allows you to review each metadata input field to see if you wish to modify the metadata supplied by the item's submitter. You will have several screens with metadata fields; you may edit or add new information to any of these fields. This gives you the opportunity to make sure that:

- The correct document Item Type has been selected
- The language is appropriately identified
- All authors (however many) are input in the format and correct order on the publication
- Names are in the correct metadata field, either Authors or Editors or Corporate Author

- As a minimum, all core metadata relevant to the document type should be input: Author, Date, Title, Place of Pub, Publishers, Pages, Series Name/Nr; Journal Title, Volume, Page Range.
- The Title should be in Upper and Lower Case – NOT CAPS unless it is an acronym.
- Other Title (English) input if document is in a local language; the metadata must also include an English abstract
- The correct full text file has been submitted. If possible, it should be a pdf.

It is advisable to open the document file, so that you can check its quality but also that the correct metadata has been entered into the OBPS record


Some common problems

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	*Enter all authors in correct order OR return record to depositor using* Reject Item
Title all in capital letters	*Edit title using upper and lower case OR return record to depositor using* Reject Item
Title not finished with a full stop.	*Enter the full stop*
Pages entered without pp. or just p.	*Enter e.g. 53pp.*
Page range entered without pp. in front	*Enter pp. e.g. pp.9-13*
Missing data e.g. publication date, pagination, place of publication, publisher etc.	*Open PDF and find and enter missing metadata OR return record to depositor using* Reject Item
Corporate Author field completed with the organization name when there is/are personal authors already entered.	*Unless the organization is identified as an actual author, delete the Corporate Author entry*
Editor **and** Personal author fields completed for creator	*If both appear check file and in preference use Personal Author/s and delete Editors*
Organization entered as corporate author when it is only the authors parent organization	*Delete the organization from the Corporate author field.*
Full text file (pdf if possible) not uploaded	*Return record to depositor using* Reject Item
Uploaded PDF file unable to be opened	*If possible check if it can be opened on another pc AND/OR return record to depositor using* Reject Item
DOI initials entered into the metadata field e.g. doi: 1xxxx.	*Delete the DOI initials in the input*
Format of journal title, publisher, punctuation at variance with previous input	*Endeavour to maintain uniformity of format by editing.*

US State input in 'Place of Publication' abbreviated	*e.g. Solomon Island, **Maryland** change to **MD***
No Subject terms input.	*None of these fields are mandatory at the moment*

You can navigate between screens using the buttons labeled, Previous or Next at the bottom of each screen, or by the Green buttons at the top of each screen.
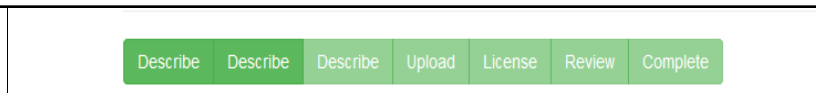

or

At any time you can click Save and Exit at the bottom of the screen and the record will return to your Tasks you Own.

Work through checking the metadata clicking Next at the bottom of the screen each time.

At the final Review Submission screen you are given a last opportunity to check the metadata. Use Correct one of these to return to the metadata field if that requires corrections.
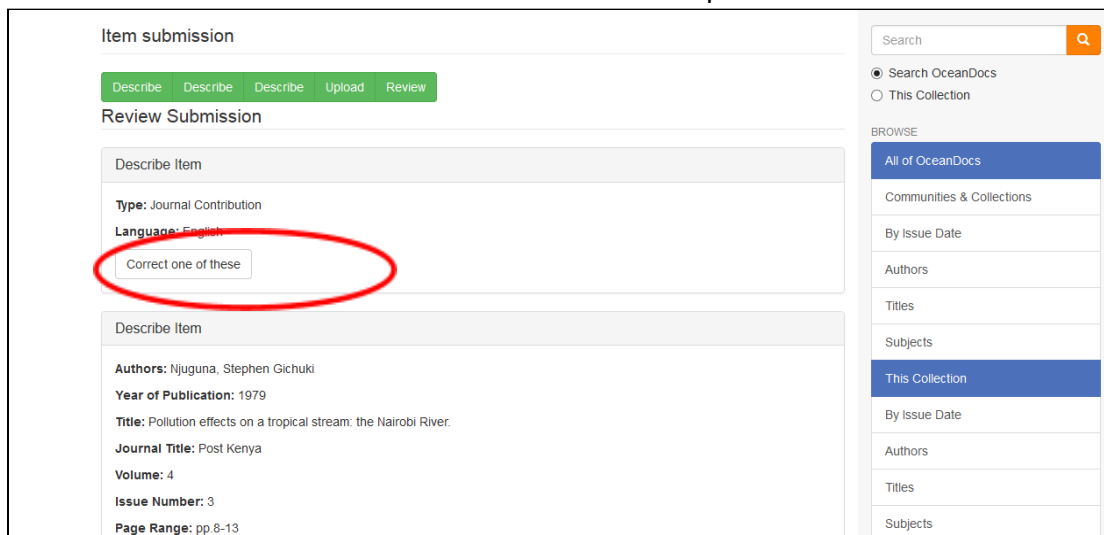
Once you have reviewed the metadata (and corrected if necessary, although if there is the need for a great deal of edits, return it to the submitter by following the Reject Item procedure), click through until you are on the Review Submission screen click Complete submission
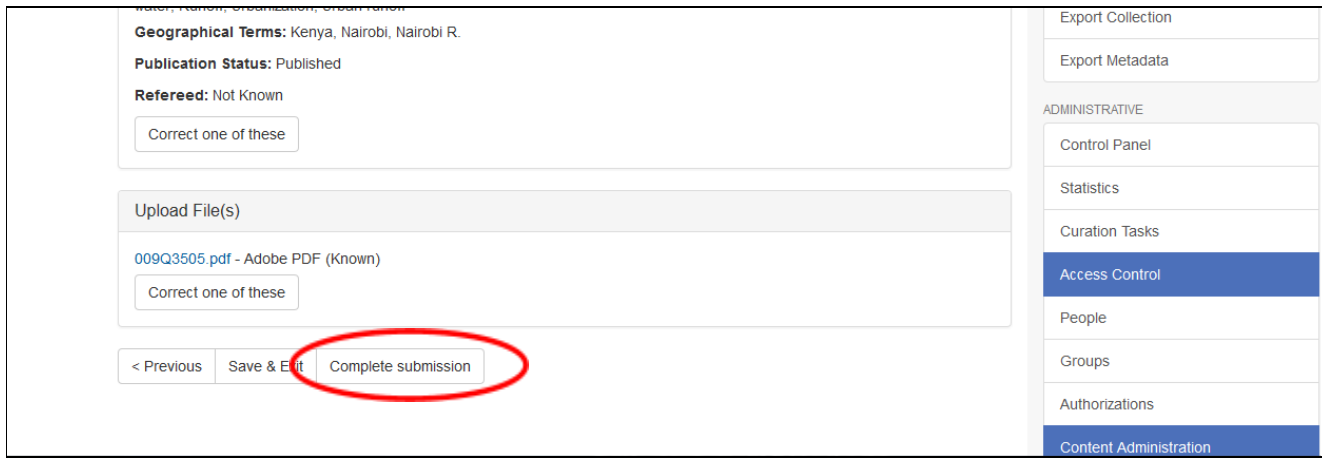
You will be returned to the Actions you may perform on this task screen for the final step in the approval process.

Approve Item

If you have reviewed the item and decided that it is ready to be added to the Collection, select Approve Item. The submitter will receive an email notification with a permanent URL link to the item. No further action is required although it is worth checking Recent Additions to confirm the new submission has appeared (refresh your screen if it initially does not appear). Remember the thumbnail and DOI take a few hours for the system to generate.

Clicking Cancel will return you to the Submissions & workflow page. The task will remain assigned to you, and will not be available to other Editors or users. You can return to the task at any time to complete the review process. To return the item to the general task pool, go to Tasks you own in your submissions workflow screen, select the item, and click on the Return to task pool button. The item will then appear in the general task pool but an email notification will not be generated. It is important to communicate with your colleagues if you need them to take responsibility for a record previously assigned to you.
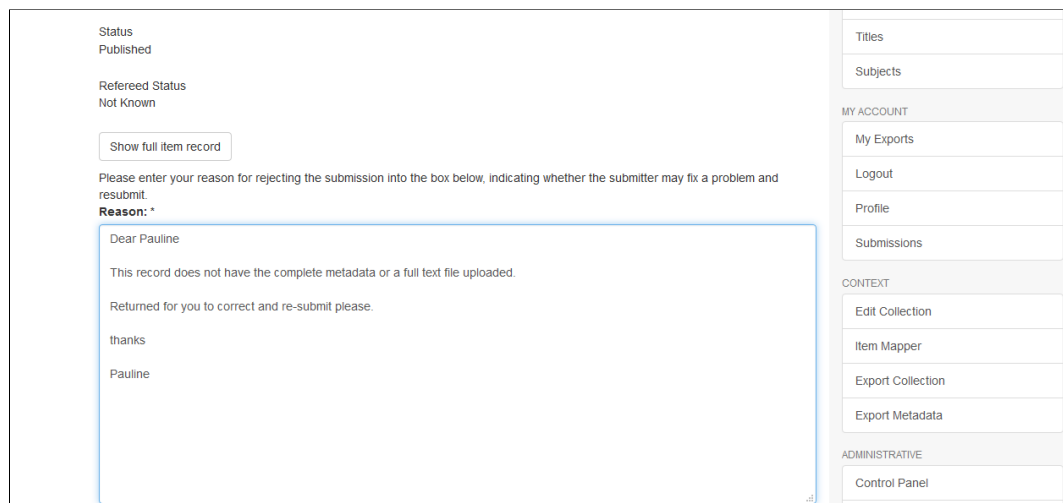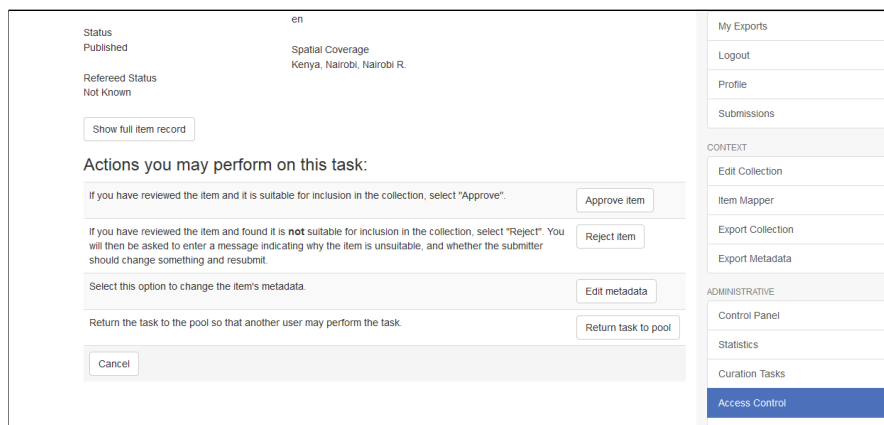

Check Recently Added once you have approved the record and click on the title to ensure that data for the Simple Item Record Display is complete.

Reject Item

If there are problems with the submission that you cannot fix by editing the metadata or there is too much editing to be done, the item can be returned to the submitter by clicking on Reject Item. You will be asked to enter an explanation why the item was rejected. If appropriate, include any changes which the submitter needs to make for the item to be approved.

Once you have rejected an item, it will no longer appear on your Submissions & workflow screen. It will instead be returned to the submitter's workflow for editing and re-submission.

Further Notes

Copyright

Check to see if the depositor has indicated a Creative Commons License. Some files are deposited which are clearly covered by copyright and should not be deposited (for journals, check ROMEO Journal titles https://v2.sherpa.ac.uk/romeo/). Reject the record with a query to the depositor whether they have permission from the copyright holder to deposit and resubmit if so.

Avoid mathematical symbols in all fields

Symbols often give problems when inputting metadata, the system converts some of them to text but it is better to avoid their use. They include superscripts, subscripts, symbols for equal to, less than, degrees, etc. that are better represented by text or abbreviations eg. sq., deg.   Always scan for any problems particularly in the abstract.

Duplicate records

There should only be one record for the same document unless it is a new version. Check if the full text is a revised version that needs a new record, ie some of the metadata is different. If it is a duplicate new record it can be rejected with the Reject Item email indicating that it is a duplicate. If the duplicates are old records, the only way to ensure one of the records is completely correct and permanently delete the duplicate record, is via Edit this Item (RH sidebar) and then use the Permanently Delete option. If you cannot do this then contact the OBPS Repository Manager .

New Versions
The ability to add a new updated version of an existing record/document is only available to Collection Administrators and above. (see separate Guidelines for Collection Administrators)

PDF files
If a deposited PDF file will not open correctly return the record to the submitter.
There have been problems with uploaded (pdf) files not generating a Thumbnail. If the Thumbnail does not appear after 24 hours, inform the OBPS Repository Manager who will take a copy of the full text file and store temporarily on their desktop and delete the Item Bitstream files and upload the file again (as per guidelines).

Publication Date
Is a Mandatory field but **Year only is required** . All deposits must have a publication year even if it is best guess. Check the bibliography – the latest one sometimes indicates when a publication may have been issued.

Series Titles
Should be entered with organization or acronym or project in front of the series name and the title is capitalized eg. AAS Working Paper, PICES Scientific Report, Moss Landing Marine Laboratories Technical Publication, etc. Even, as with the last example, it means repeating the Publishers/Organization name in full.   This allows searching under a specific series title. Consistency of format should be maintained.

Uncontrolled Keywords
Can include subject terms, organization names, projects (but not Geographical names which have their own metadata field) etc. Ensure that terms or phrases have been entered individually and so are displayed in individual fields rather than a comma separated list. Ensure each term starts with a capital letter, eg. Continental drift. Check for typos and edit, but editors are not responsible for adding terms.

[end]