



## ISTA Research Explorer (ISTA REx)

**Create a new entry**



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# 1 What is ISTA REx?

**ISTA Research Explorer** (ISTA REx, <https://research-explorer.ista.ac.at>) is the institutional repository presenting the scholarly output of the Institute (ISTA). It contains all publications (journal articles, conference papers, book chapters, research data, thesis, ...) affiliated to ISTA. Where possible, an Open Access version is included, otherwise the metadata (according to publisher regulations) is available. Additionally, REx also offers the full publication record of all professors before they joined the Institute.

Moreover, ISTA Research Explorer shows the awarded grants which you can link to your publication. Therefore, it shows not only the research achievement of the Institute over the years but also the scientific output of every approved grant. Furthermore, several different citation formats of the entries can be downloaded and easily reused for personal citation management or publication lists.

## **ISTA scientist commitment**

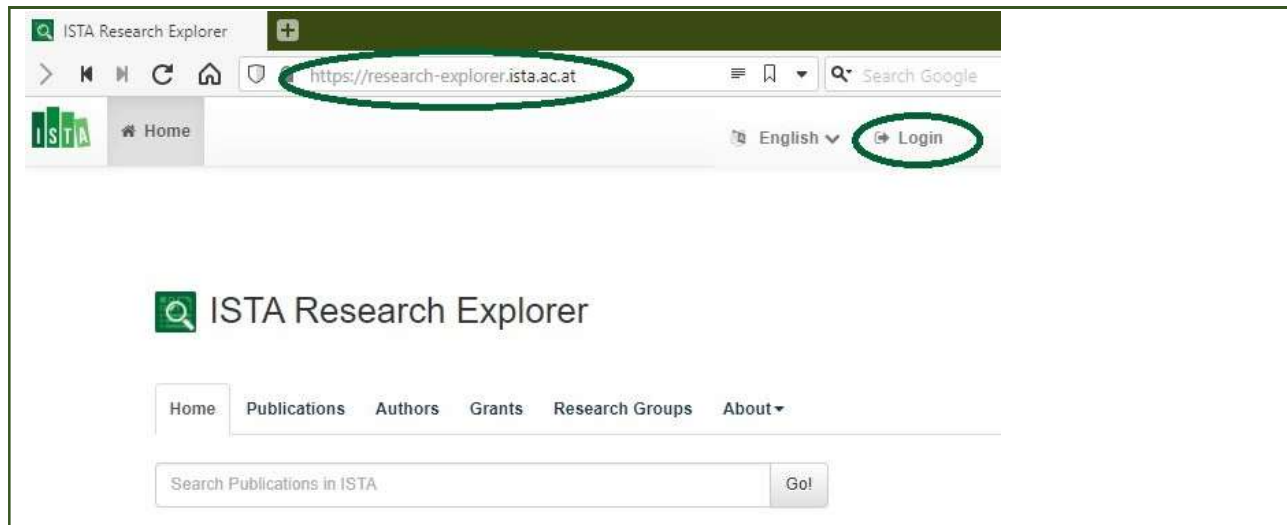
Authors at ISTA are responsible to enter their publications into the ISTA Research Explorer themselves not later than two weeks after acceptance of the paper. This helps to keep ISTA REx up to date, since scientists have the most reliable overview of their own publications.

There is no reason to worry about creating wrong or double entries. The library team keeps track of new items and enriches them on a weekly basis. Precise and flawless entries support external visibility and help generate complete publication lists for researchers and for reports on ISTA.



## 2 Add a new publication

Go to ISTA REx and click on “Login” in the right upper corner:



Use SSO (your ISTA username and password) to login and open “My Dashboard”. Click on the button “+add new Publication”.

Now you have several options how to add your publications:

### Add New Publication

#### Option 1:

Enter a publication ID to import

DOI  Go!


#### Option 2:

Select a type and fill out the form

- |                     |                      |                       |
|---------------------|----------------------|-----------------------|
| Book                | Thesis               | Translation           |
| Book (Editor)       | Encyclopedia Article | Translation (Section) |
| Book Chapter        | Journal Article      | Technical Report      |
| Book Review         | Special Issue        | Working Paper         |
| Conference Abstract | Newspaper Article    | Other Publication     |
| Conference (Editor) | Patent               | Research Data         |
| Conference Poster   | Preprint             |                       |
| Conference Paper    | Report               |                       |

#### Option 3:

Drop your Open Access fulltext here

 Drop Open Access fulltext (PDF) here and we'll do the rest.

#### Option 4:

Paste your BibTex record here

Please paste only one record at a time



For all these import options apply that the created entry will be queued for moderation by the Library team and made public by them within 5 working days.

## 2.1 Option 1: Publication ID resolve

The simplest way of adding a publication is to resolve a unique ID like DOI, PMID, arXiv ID or Inspire ID. Just select the correct ID and click on Enter/Go! and the entry is created and listed for Moderation by the Library team. If you want to enrich the entry, you can open it by clicking on “Edit”, but this is not required.

### Add New Publication

Imported 1 record(s) from crossref

- Single-Shot Readout of Hole Spins in Ge  
[Edit](#)

## 2.2 Option 2: Template

Choose the correct template for your new entry out of the list:

Option 2:  
Select a type and fill out the form

Book	Thesis	Translation
Book (Editor)	Encyclopedia Article	Translation (Section)
Book Chapter	Journal Article	Technical Report
Book Review	Special Issue	Working Paper
Conference Abstract	Newspaper Article	Other Publication
Conference (Editor)	Patent	Research Data
Conference Poster	Preprint	Research Data Reference
Conference Paper	Report	Scientific Software

Add all mandatory information (marked \*) and save the entry. If you'd like to have more details on how to fill out the template got o chapter 3 or see our separate user guides on e.g. Thesis.



### 2.3 Option 3: Fulltext import

Choose this import option for Open Access articles or preprints already saved as .pdf. Just drag and drop your PDF-file and most fields are resolved automatically.

Option 3:  
Drop your Open Access fulltext here

Drop Open Access fulltext (PDF) here and we'll do the rest.

2023\_ScientificReports\_Zavadakova.pdf

Type details about your publication here

I have read and accept the ISTA Deposit Policy and the ISTA Terms of Use

Submit Cancel

Read and confirm the ISTA Deposit Policy as well as the ISTA Terms of Use for REX (both documents can be downloaded and saved) and submit the file.

### 2.4 Option 4: BibTex import

Copy the BibTex code and paste it into the template (one record at a time!).

Option 4:  
Paste your BibTex record here

```
@article{704,  
  abstract = {Escaping local optima is one  
of the major obstacles to function  
optimisation. Using the metaphor of a fitness
```

Import

Confirm with "Import".



### 3 Publication details

As stated above, absolutely necessary are the mandatory fields marked with \*. If you want to add further details, open the entry. Let's use a journal article as example:

Journal Article

Save Cancel

Details

Publication Type: Journal Article

Title\*: e.g. The implications of eBook Publishing

Author\*:  
First Name: Doris  
Last Name: Ernst  
 extern  + -

Department: Library + -

DOI: e.g. 10.4119/xyz/2695161

Journal Title\*: e.g. Nature Genetics

ISSN / ISBN: -- Select -- e.g. select (e)ISBN or (e)ISSN and enter it here + -

Series Title: e.g. Handbuch der eBook-Veröffentlichung + -

Publisher: e.g. Elsevier

Volume / Issue / Page(s):  
Volume: e.g. 3  
Issue: e.g. 5  
-- Select -- e.g. 12 or 20 - 25

Publishing Year\*: e.g. 2015  Published while not employed at ISTA

Publishing Month: e.g. 04

Publishing Day: e.g. 21

Grant: Start typing, or use (arrow down) to choose a Grant from the list. + -

Status / Language:  
Status: -- Select --  
Language: English + -

Enter the title of the article (English orthography - lower case letters except first letters and proper nouns) and check the authors. The logged-in user is automatically entered as author but can be deleted (by clicking -) or moved in the back (if it's not the first author) simply by drag and drop. Add other authors by clicking "+" and check if they are ISTA affiliated by clicking on the symbol next to "extern". If there are problems with finding the affiliation please write a mail to [repository.manager@ista.ac.at](mailto:repository.manager@ista.ac.at). This can occur if there are special characters in the name or if the user is a scientific intern for example.



Publications done before joining ISTA can be entered voluntarily. Please be sure that for these you click the checkbox “published while not employed at ISTA”.

Fill in all available information. Watch out for the dropdown menus like ISSN/ISBN, Page Range/Article Number and Status (epub ahead of print, preprint, published, ...). If there are fundings acknowledged in the publication, search for the title or the project number in the field “Grant”. If you have multiple grants add new lines by clicking the “+”.

Conference proceedings are very similar. They have this additional section about the conference:

#### Conference Details

Conference	<input type="text" value="e.g. 3rd Conference on Nano-Physics"/>	
Conference Location	<input type="text" value="e.g. Berlin"/>	
Conference Date	Conference Start <input type="text" value="YYYY-MM-DD"/>	Conference End <input type="text" value="YYYY-MM-DD"/>

In the section “Additional Information”, we add the abstract (if it is allowed by the publisher). If you acknowledged an ISTA Scientific Service Unit (SSU) please select it within the list. If your paper is peer reviewed click on “quality controlled”.

#### Additional Information

Article Processing Charge	<input type="text" value="No"/>
Open Access Version	<input type="text" value="None"/>
Abstract	<input type="text" value="Language English"/> + - <input type="text" value="Abstract Text (you can use Markdown for styling)"/>
Keywords	<input type="text" value="Keywords (multiple entries separated by semicolon, e.g. Keyword1; Keyword2; Keyword3)"/>
Thematic Area	<input type="text" value="-- Select Thematic Area --"/>
Comments	<input type="text" value="Enter some comments for reviewer / admin"/>
Acknowledged SSUs	<input type="text" value="Start typing, or use (arrow down) to choose an SSU from the list"/> + -
Acknowledgement	<input type="text" value="Thanks to..."/>
Peer Review	<input type="checkbox"/> Popular Science <input checked="" type="checkbox"/> Quality Controlled
External Identifier	<input type="text" value="-- Select --"/> Select an identifier and enter it here (simple numbers only, no parts of URL) + -





If your publication is not Open Access and it is allowed by the publisher, you can link a preprint version to your publication. Add the fulltext URL within the section “Links” and click on Open Access:

Links

Link to IST record

Fulltext URL    Open Access

If the earlier version is already included in ISTA REx, you can use “Link to ISTA record” and add the linking here:

Links

Link to IST record

Fulltext URL

Link and relation to external material

External material is

Now you have to select which kind of link it is – most often earlier/later version, software or research data:

Links

Link to IST record

Finally, the creation of the new entry with only bibliographical information is completed. Please save your entry by clicking “Save”. If you are interrupted and want to finish your registration later, you can save the entry as a draft and come back to it later (you’ll find the draft in your dashboard marked as “private”. If you confirm the entry with “Save” it is registered in the repository but not yet visible publicly. After a review by the library team within 5 working days, the publication will be public.



## 4 File Upload

If your publication is Open Access or you are allowed to share a preprint/submitted version of it (please check the detailed conditions with <https://openpolicyfinder.jisc.ac.uk>), then go to the section “Upload” and drag/drop your

### Upload

Upload Main File and Supplementary Material (max. 10GB per file)

Drop files here to upload ... or click!

.pdf file into the yellow field:

Please consider, that the pdf is not allowed to have any technical protections (like for example DRM).

If the upload is successful, you'll get the following screen:

### Upload

Upload Main File and Supplementary Material (max. 10GB per file)

Drop files here to upload ... or click!

Access Level:	Upload Date:	User:	Relation:
open_access	2019-01-14T09:04:56Z	dernst	main_file

Next, you have to choose the fitting Dewey Decimal Classification (DDC) from the drop down menu. If you want to enter multiple DDCs you can add further lines by clicking “+”.

The screenshot shows the 'Copyright and Licenses' section of the upload interface. A dropdown menu is open, displaying a list of DDC categories. The categories are:

- 000 Computer science, knowledge & general works
  - 000 Computer science, knowledge & systems
    - 001 Knowledge
    - 002 The book
    - 003 Systems
    - 004 Data processing & computer science
    - 005 Computer programming, programs & data
    - 006 Special computer methods
  - 010 Bibliographies
  - 020 Library and information sciences
  - 070 News media, journalism and publishing
  - 080 Quotations
  - 090 Manuscripts & rare books
- 500 Science
  - 500 Mathematics
    - 510 Mathematics
      - 511 General principles
      - 512 Algebra & number theory
      - 513 Arithmetic



Please read and confirm the ISTA Deposit Policy (download is also possible) and select the same CC license that you have chosen in your publication:

#### Copyright Disclaimer

In case you are the author:

- I acknowledge that I have read, understood and agreed to be bound by the ISTA Research Explorer (ISTA REx) **Terms of Use**.
- I represent that I have the legal authority to accept the Terms on behalf of myself and any party I represent in connection with my use of any services (co-authors, publishers or other rightholders).
- I declare that I am authorised to make the Publication and associated metadata to be uploaded available on ISTA REx. If I am not the sole copyright holder, I declare that I have obtained written consent of the third party to do so.
- I warrant that the uploads do not infringe the rights of any third party.
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- Please be aware that such PoA must be provided as evidence via e-mail to [repository.manager@ista.ac.at](mailto:repository.manager@ista.ac.at) within 3 working days as of deposit (please insert the reference number of deposit in the title of your e-mail).

I accept

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If your uploaded document is available under a license (e.g. Creative Commons), you can select it here:

Select a license

Select a license

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- CC BY (4.0)
- CC BY-SA (4.0)
- CC BY-ND (4.0)
- CC BY-NC (4.0)
- CC BY-NC-SA (4.0)
- CC BY-NC-ND (4.0)
- CC BY (3.0)
- CC BY-SA (3.0)
- CC BY-ND (3.0)
- CC BY-NC (3.0)
- CC BY-NC-SA (3.0)
- CC BY-NC-ND (3.0)

Finish the template by saving (click on save):



You can see the new entry in your Dashboard with the status “review” – only after the Library team has enriched and verified the entry will it switch to “public” and be visible in REx.



## 5 Editing an existing record

It is not possible for users to edit an entry once it has gone “public”. However, the Library team still can support you (f.e. adding an Open Access version to an article). Please get in touch with us if you need any changes on an existing record ([repository.manager@ista.ac.at](mailto:repository.manager@ista.ac.at)).

## 6 Check your entry

You know your scientific work best – please check your entry! If you have any questions don't hesitate to contact the library team via [repository.manager@ista.ac.at](mailto:repository.manager@ista.ac.at).

Please let us know if you need any support:

ISTA Library Team

[repository.manager@ista.ac.at](mailto:repository.manager@ista.ac.at)