

OA Cataloging Best Practices and Guidelines March 2020

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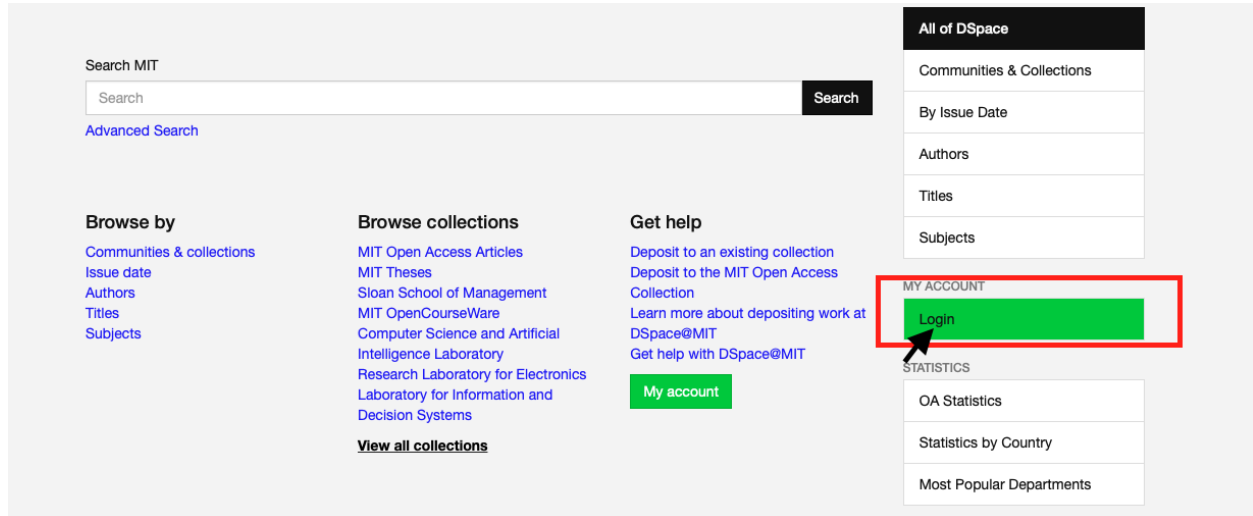
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Section 1: Introduction

1.1 Getting Started

- Login to DSpace (<http://dspace.mit.edu>) by selecting the login link in the “My Account” menu. You will be prompted to use your MIT username and password. Alternatively, you can use Touchstone (Kerberos) to access your DSpace account.
- Once you are signed in select the submissions link in the "My Account" menu.



1.2 Open Access Cataloging Toolbox

A list of resources for OA cataloging:

- For checking MIT author and affiliation metadata if the name doesn't appear using the author lookup:
 - MIT People Directory: <http://web.mit.edu/people.html>
- For editing titles and abstracts to include symbols, special characters and scientific notation:
 - FileFormat.Info: <http://www.fileformat.info/info/unicode/index.htm>
 - Most computers should have a character map as well. For Windows users, search character map on the taskbar and the query should return results for the character map.
- For finding publication ISSNs or ISBNs:
 - WorldCat: <https://www.worldcat.org/>
 - ISSN portal: <https://portal.issn.org/>
- For guidance formatting MLA citations (the Open Access Collection uses a modified MLA citation guidelines):
 - Purdue Online Writing Lab (OWL): <https://owl.english.purdue.edu/owl/resource/747/01/>

1.3 Overview of OA Cataloging Steps

- Go to the Submissions page to claim a task at the final edit/approve step.
- Import/edit metadata into the item record (note: this step is optional)
- Verify that the information is correct.
- Approve the item for archiving. If the item is possibly a duplicate it will move to the manual check for duplicates step.
- Check to see if the item is marked as a possible duplicate.

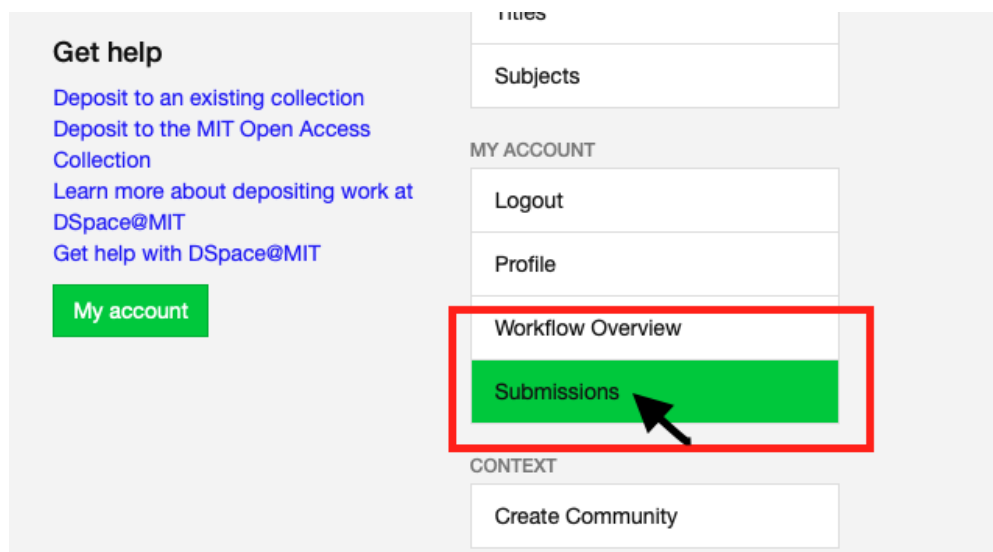
1.4 Reporting technical issues with DSpace

If you are experiencing technical issues in DSpace related to functionality, make sure to take screenshots to document them. Contact fix-lib@mit.edu with the subject line starting with "DSpace". Include a description of the issues along with the screenshots. Including screenshots helps them with resolving the issue promptly in DSpace.

Section 2: Open Access Cataloging

2.1 Claiming a task

After signing in go to the My Account menu on the far right and click on Submissions.



By clicking Submissions, the button should redirect to the Submissions & Workflow tasks page.

Scroll down in the queue until you find an item that is categorized in the “Final edit/approve step.” Check the box(es) for the item(s) you want to catalog and click “Take selected tasks”

If you selected just one item you will be taken to the item page where you can see a basic metadata overview and download a file version of the article (usually it is the author’s manuscript version submitted to the collection as a pdf or word doc). On the same page you will see a menu for actions you can take.

There are five actions to choose from:

- Approve item: Clicking this button will submit the item and corresponding metadata into the Open Access Collection in DSpace making it live (This is usually the final step in the cataloging process unless it is possibly a duplicate).
- Reject item: Clicking this button will reject the item and delete it from the task pool. See section 3 for instructions on how to reject an item.
- Edit metadata: Clicking this button will take you through a series of pages where you can import metadata, make any necessary edits and verify the accuracy of the metadata.
- Send to Acquisitions/Licensing: If there is missing acquisition or licensing information, send the item back to the Acquisitions/Licensing step. Another scenario in which an item would be sent back to this step is if there were a mismatch between the file attachment and item record.
- Cancel: Clicking this button will put the item into your own personal task queue but will not return it to the main task pool. This is useful if you need to return to an item at a later time, need to do more research, or need to ask a question about a given item.

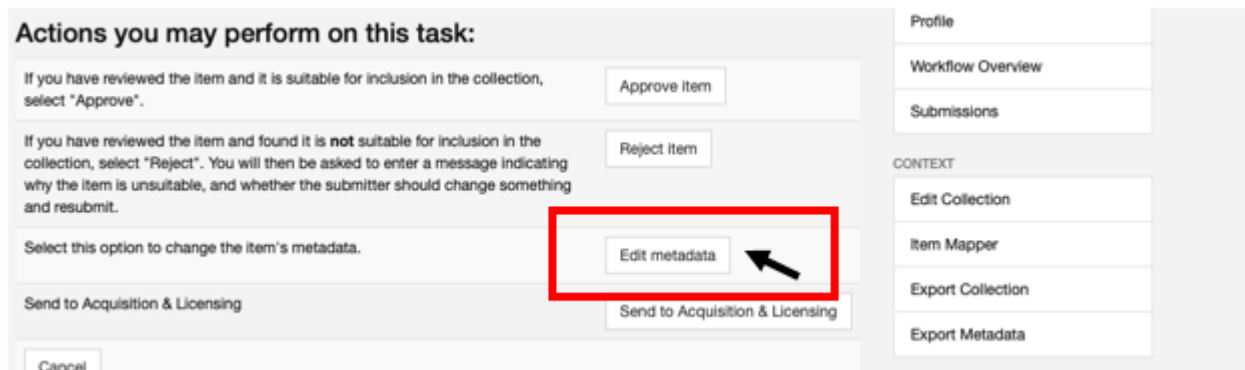
2.2 Editing the item record

Before editing the item record, make sure to download the article (pdf or doc file format). The supplemental materials are not needed for cataloging an item, just the main file attachment.



2.2.1 Importing metadata (optional)

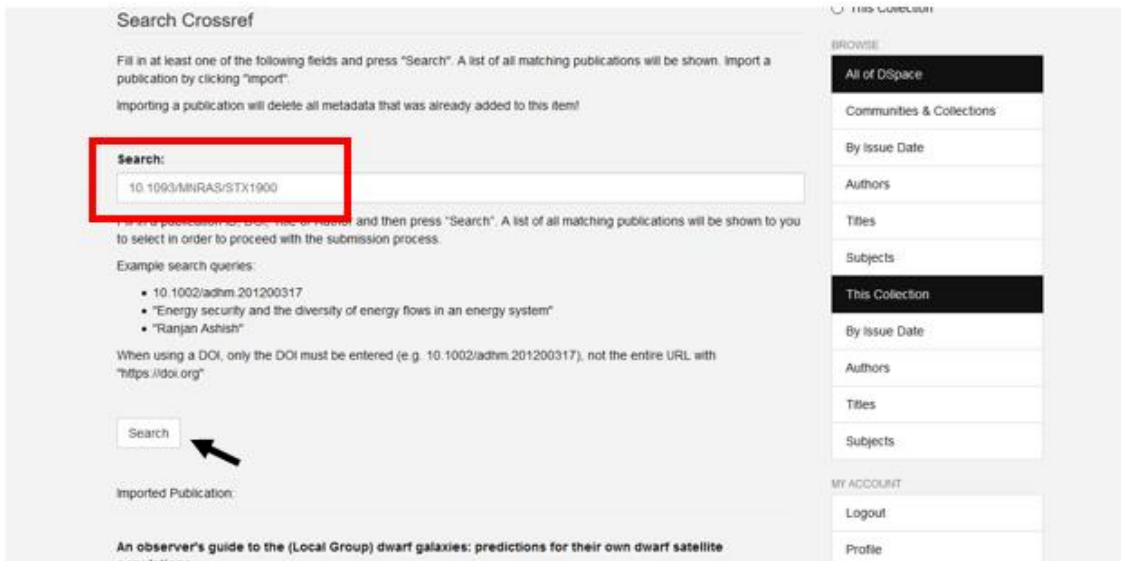
After clicking "Edit metadata", check Crossref for article information to import using a partial DOI or article title. Searching by author can sometimes be too broad for the purposes of finding the matching article information to import into the item record.



There is also the option to skip article import. If the article cannot be found using Crossref, simply skip to the next step.

For articles with hundreds of authors (especially physics articles affiliated with CERN, LIGO or other collaborations), importing an article should be skipped since importing the author information currently causes DSpace to time out on the task. See 2.2.2.4 and 3.1 for specific instructions on how to catalog articles with hundreds of authors

1. Search Crossref for article information by entering a partial DOI and clicking search.



2. If the query successfully returns results, select the one that matches the title exactly. Click import.



3. Review the imported metadata to verify the correct article information was imported before editing the item record. The newly imported metadata values are highlighted in green. The metadata values that are going to be overwritten are highlighted in red. If the newly imported values exactly match values already in the record, then they are going to be highlighted in gray. You can uncheck fields that you do not want to overwrite with the imported values.

Item submission

- External Source Import
- Preview import
- Describe
- Upload
- Review

Preview of updated metadata

Following is a list of the metadata fields that will be added or updated during the import.

By default, all values will be used, but, de-selecting them using the checkbox, you can manually make sure that the new values for that particular metadata field will not be used. The old values already present on the item will remain the same.

Please check the following legend for an explanation of the color coded fields.

Green: If the item has a metadata value that would be overwritten by the import, then the new values will be shown in green

Red: If the item has a metadata value that would be overwritten by the import, then the old values to remove will be shown in red

Gray: If a metadata value will be imported into a new field, or, if all values in an pre-existing field exactly match the new values, then the values are shown in gray.

Values that will be updated

Values that will be updated

dc.publisher

Springer Nature

Springer Nature America, Inc

dc.contributor.author (The exact values to import are already present on the item, skipping this field)

Seyler, Kyle L., Zhong, Ding, Klein, Dahlia R., Gao, Shiyuan, Zhang, Xiaou, Huang, Bevin, Navarro-Moratalla, Efrén, Yang, Li, Cobden, David H., McGuire, Michael A., Yao, Wang, Xiao, Di, Jarillo-Herrero, Pablo, Xu, Xiaodong

dc.type

Journal Article

Article

mit:journal.volume

Search

- Search DSpace
- This Collection

BROWSE

- All of DSpace
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects

This Collection

- By Issue Date
- Authors

Authors

Titles

Subjects

MY ACCOUNT

- Logout
- Profile
- Workflow Overview
- Submissions

CONTEXT

- Edit Collection
- Item Mapper
- Export Collection
- Export Metadata

2.2.2 Adding or editing metadata

There are several fields that you may need to add information to or edit when you are cataloging an open access publication. Subsections specific to each field provide guidance on how to follow metadata best practices for this collection. In December 2019, the ordered authors field was added as an alternative to the authors field. Specific instructions for when the the ordered authors field is used is included in 3.1 which describes a modified workflow for papers with more than 30 MIT authors.

The screenshot shows the 'Item submission' form with the 'Describe Item' section active. At the top, there are four tabs: 'External Source Import', 'Describe', 'Upload', and 'Review'. Below the tabs, the 'Describe Item' section contains a legend: '* indicates a required field'. There are three main fields: 1. 'Authorizing MIT Author:' with a text input field and a note: 'Enter the name of the MIT author that authorized deposit of this item. Note: this field may be automatically filled with the submitters name if MIT faculty. (e.g., Last, First, Middle Name or Initial)'. 2. 'Published DOI or URL:' with a text input field containing 'http://dx.doi.org/10.1063/1.5080721' and a note: 'Enter the DOI (Digital Object Identifier) or the URL of this published item. If already published, only enter the DOI (e.g., http://dx.doi.org/10.1103/PhysRevLett.103.040401)'. 3. 'MIT Affiliations:' with a text input field, an 'Add' button, and a 'Lookup' button. Below this is a note: 'Enter the names of all MIT departmental affiliations for MIT authors. Note: Enter the author's primary MIT affiliation AND any other MIT organizational affiliation noted on the item (e.g. a Lab or Center)'. At the bottom, there is a checkbox for 'Massachusetts Institute of Technology, Research Laboratory of Electronics' with a link icon.

2.2.2.1 Authorizing MIT Author

- If the article was submitted by a faculty or staff member, then the name should match the format of the name in the author lookup.
- If the article was not submitted by a faculty or staff member, then leave the field blank.

This is a close-up screenshot of the 'Describe Item' section, specifically the 'Authorizing MIT Author:' field. The field is highlighted with a red rectangular border. The text input field is empty. Below the field is the same note as in the previous screenshot: 'Enter the name of the MIT author that authorized deposit of this item. Note: this field may be automatically filled with the submitters name if MIT faculty. (e.g., Last, First, Middle Name or Initial)'. The 'Published DOI or URL:' section is partially visible at the bottom.

2.2.2.2 Published DOI or URL

- A forthcoming article will not yet have a DOI or URL.

- When the DOI is broken you can fix the broken link by typing <http://dx.doi.org/>(DOI number from the publisher's website).

Example of a complete DOI: <http://dx.doi.org/10.1017/s1537592718001081>

- Always make sure you are using the DOI that points to the English version of an article if there are multiple DOIs.
- If there is not a DOI available use the URL.

submitters name if MIT faculty. (e.g., Last, First, Middle Name or Initial)

Published DOI or URL:

Enter the DOI (Digital Object Identifier) or the URL of this published item. If already published, only enter the DOI (e.g., <http://dx.doi.org/10.1103/PhysRevLett.103.040401>).

2.2.2.3 MIT Affiliations

- The MIT DLC lookup is a set of local records in dspace capturing the LCNAF form of a DLC name. DLC is an acronym for Departments, Laboratories, and Centers.
- If a DLC cannot be found using the departmental lookup in DSpace, make sure to contact Emily Crawford (ecrawfor@mit.edu) and Ben Abrahamse (babraham@mit.edu) if you do need to create a record for a DLC.
- Check the MIT DLCs (Departments, Laboratories and Centers) listed in the record using the Department Lookup to make sure the form of the name is correct. Additionally when the MIT DLCs are not already listed in an article record, use the Department Lookup.

MIT Affiliations:

Enter the names of all MIT departmental affiliations for MIT authors. Note: Enter the author's primary MIT affiliation AND any other MIT organizational affiliation noted on the item (e.g. a Lab or Center).

Massachusetts Institute of Technology. Research Laboratory of Electronics ↗

- Once a MIT DLC listed in the article is found using the Department Lookup click the add this department to populate the MIT affiliations field with that value.

Department lookup



Search:

Name	
Department of Electrical Engineering and Computer Science	<ul style="list-style-type: none">◦ short name: Department of Electrical Engineering and Computer Science◦ full name: Massachusetts Institute of Technology. Department of Electrical Engineering and Computer Science
Massachusetts Institute of Technology. Dept. of Electrical Engineering and Computer Science	<input type="button" value="Add This Department"/>

Showing 2 results.

- Sometimes, as pictured below, there might be a DLC record that includes name variants for a DLC. In that instance select the record as it is the most complete version.

Department lookup

Search:


Name	
Laboratory for Computer Science	<ul style="list-style-type: none">◦ short name: Department of Electrical Engineering and Computer Science◦ full name: Massachusetts Institute of Technology. Department of Electrical Engineering and Computer Science
Computer Science and Artificial Intelligence Laboratory	<ul style="list-style-type: none">◦ nameVariants: Massachusetts Institute of Technology. Dept. of Electrical Engineering; Massachusetts Institute of Technology. Department of Electrical Engineering; Massachusetts Institute of Technology. Department of Electrical Engineering and Computer Science.; Massachusetts Institute of Technology. Dept. of Electrical Engineering.
Massachusetts Institute of Technology. Dept. of Electrical Engineering and Computer Science	<input type="button" value="Add This Department"/>
Massachusetts Institute of Technology. Dept. of Electrical Engineering and Computer Science.	
Department of Electrical Engineering and Computer Science	

Showing 5 results.

-
- Then click add to finalize adding the MIT DLC.

MIT Affiliations:

Enter the names of all MIT departmental affiliations for MIT authors. Note: Enter the author's primary MIT affiliation AND any other MIT organizational affiliation noted on the item (e.g. a Lab or Center).

Massachusetts Institute of Technology. Research Laboratory of Electronics 

- Enter any MIT DLCs listed in the article and also enter any DLCs that appear in an author's record.
- Enter each DLC only once - even when multiple authors are associated with a single DLC.
- Exceptions:
 - The Broad Institute (after July 7, 2009), MIT-Singapore Alliance, and Howard Hughes Medical Institute are not considered MIT Affiliations and should not be entered.
 - Whitehead Institute, Ragon Institute, and Woods Hole Oceanographic Institute should only be entered if the Authors are also MIT affiliates.

2.2.2.4 Authors

- *Following the DSpace upgrade in April 2019, the use of a separate MIT authors field was discontinued. Now, all the authors (MIT and non-MIT) are entered into the same section.*
- All forms of non-MIT author names are from the articles and MIT author name forms are from central Human Resources data.
- When editing the author list, make sure to keep original author order. There are arrow icons next to any added names which allow you to move them up or down as needed.
- Although MIT authors may already be in the list, they haven't been verified through the Author Lookup. After finding their names, add them to the list and delete the unverified versions of their names.
- Sometimes there is more than one author name for an MIT author in the Author Lookup. Select the most complete author record in the search results; usually the most complete author record is italicized. Ideally an author record for an MIT author should have their last name, first name, MIT id, Orcid and departmental affiliation.
- DOI Provided:
 - To determine which authors of an item are "MIT Authors" look at the author list on the publisher website or item. Sometimes the item pdf or doc will have the authors listed on the last page instead of the first page.
 - Author affiliation is often indicated by a number or symbol, following the name, which corresponds to a list of affiliated institutions listed below or at the end of the article.
 - In some cases authors are listed in groups by their affiliation. Often this information is found on the first page of an item or in a footnote but you may have need to view the end of an article to locate the affiliation information.
 - To quickly find MIT author information, use CTRL + f to search the pdf or webpage using keywords like "Massachusetts" or the number corresponding to their affiliation with an MIT department, laboratory or center (DLC).
 - If an MIT author cannot be found in the Author Lookup, their name will need to be checked in the MIT directory (the form of name in the directory is what we are considering the authorized form of the name). Alternatively you can go to a specific DLC website to see if they are part of the staff since they are not always in the MIT directory.
 - When searching for an author name in the MIT directory do not use the middle initial or middle name (sometimes it is best just to search for the last name).
 - Enter the names as provided in the directory regardless of the form of the name found in the item.
 - Enter the name in the following form: Last, First M., Jr.
 - If the name is not in the MIT directory but the author was affiliated with MIT at the time the article was written then the name should be entered as an MIT Author name. Often there are names of students who have since graduated from the Institute. You may want to search the entire MIT site for the name to double check that an author was a student or faculty at the time when the article was researched/written.

- If you are unable to determine if A. Smith is Adam or Alison use only the initial A.
 - Tip: Sometimes a distinction can be made if the author's email address or DLC is listed on the item.
- If there is a name (Green, Daniel) that yields more than one result of an identical or similar name using the author affiliation search in DSpace or the MIT directory then do not assume which one is the author of the article. Instead enter the name as an MIT author exactly as it appears in the article.
 - Tip: There may be multiple authors with the same or very similar names so check the dates and department information to make sure the correct name is entered
- Exceptions for adding someone as an MIT author:
 - If an author is listed on the item as being part of MIT through the Whitehead Institute, the Ragon Institute, or the Woods Hole Oceanographic Institute but does not show up in the MIT directory, do not enter them as an MIT author. Many Whitehead, Ragon, and Woods Hole employees are also MIT affiliates and will show in the directory.
 - The MIT-Singapore Alliance and Howard Hughes Medical Institute are not considered MIT affiliate institutions and should not be entered.
 - Broad Institute: Broad Institute authors will be entered as a MIT Authors only when the published date of a submission is prior to July 1, 2009. Some Broad authors are affiliated with MIT's Biology Department. In that case, enter only the Biology affiliation.
 - If an author published a work prior to being affiliated with MIT and there are not any MIT authors in the article being reviewed, the article cannot be accepted into the Open Access Collection. See Section 3 for instructions on how to reject an item
 - When the DOI is missing or the import function fails due to the size of the author list, only add the MIT authors.
 - If there is a name for a collaborative group (example: LIGO Scientific Collaboration) then add the name of the group to the end of the author list.
- After metadata is imported, delete any non-MIT or MIT author names with incorrect or missing punctuation. Re-enter them with the correct punctuation.
- How to search for an MIT author name using the author lookup:

1. Enter the last and first names and click lookup.

MIT Affiliations:

Enter the names of all MIT departmental affiliations for MIT authors. Note: Enter the author's primary MIT affiliation AND any other MIT organizational affiliation noted on the item (e.g. a Lab or Center).

Massachusetts Institute of Technology. Research Laboratory of Electronics

Authors:

Last name, e.g. Smith:

First name(s) + "Jr", e.g. Donald Jr:

Enter the names of the Authors of this item. For MIT Authors use the lookup. Enter the names in the most complete form available.

Title:

Enter the main title of the item as submitted here

Authors

Titles

Subjects

MY ACCOUNT

Logout

Profile

Workflow Overview

Submissions

CONTEXT




Edit Collection




Item Mapper

Export Collection

Export Metadata

2. A search window should appear with search results. Select the most complete author record for the author associated with the article. Click add this author.

Zhao, Qing   

Kulik, Heather Janine   

Remove

Ordered Authors:

Ordered list of authors for this item, used for google scholar, split with ;

Use "Ordered Authors" instead of separate author entries for google scholar:

No

Indicate whether or not you wish to use the ordered authors field instead of separate author entries for google scholar.

2.2.2.5 Title

- Confirm the title of article or book chapter by checking that it matches the title of the item being submitted
- A title may need to be edited if it contains symbols and subscript/superscripts. Often a symbol-free title can be copied and pasted from the publisher-provided citation. When a symbol-free title cannot be found in the publisher-provided citation, any diacritics, symbols, and scientific notations can be entered by cutting and pasting (visit <http://www.fileformat.info/info/unicode/index.htm> for unicode characters)
- Most characters can be added into the title field with the exception of some superscripts, subscripts and diacritical marks. DSpace does not currently support decimal numbers, percentages, mathematical symbols or letters in superscript and subscript form. Instead they are typed into the title as either [superscript #] or [subscript #].

available

Title:

Superconducting nanowire single-photon detector with integrated impedance-matching taper

Enter the main title of the item as submitted here.

2.2.2.6 Title (as published)

- Enter only if the final published version of the item has a different title than the version being submitted to DSpace.
- A title may need to be edited if it contains symbols and subscript/superscripts. Often a symbol-free title can be copied and pasted from the publisher-provided citation. When a symbol-free title cannot be found in the publisher-provided citation, any diacritics, symbols, and scientific notations can be entered by cutting and pasting (visit <http://www.fileformat.info/info/unicode/index.htm> for unicode characters)
- Most characters can be added into the title field with the exception of some superscripts, subscripts and diacritical marks. DSpace does not currently support decimal numbers, percentages, mathematical symbols or letters in superscript and subscript form. Instead they are typed into the title as either [superscript #] or [subscript #].

<p>Title:</p> <input type="text" value="Superconducting nanowire single-photon detector with integrated impedance-matching taper"/> <p>Enter the main title of the item as submitted here.</p> <p>Title (as published):</p> <input type="text"/> <p>Enter the main title of the item as formally published (if different from Title).</p>	<p>Private Items</p> <p>Import Metadata</p> <p>Batch Import (ZIP)</p> <p>Registries</p> <p>Metadata</p> <p>Format</p>
---	--

2.2.2.7 Journal

This field is where the title of the journal is imported or entered. There are several scenarios listed below along with instructions on how to use the journal field in each scenario.

DOI Provided

- Confirm the title by checking the publisher page and article pdf.
- Do not use articles at the beginning of the journal titles.

DOI Missing or Incorrect

- Confirm the title by checking the publisher page and article pdf.
- Do not use articles at the beginning of the journal titles.
- Enter the name of the journal that has published or will be publishing the item into DSpace.

Article Submitted but not yet Published

- Leave the journal field blank if the article has not been accepted yet.
- Enter the journal title if the submitted article was accepted and is forthcoming.

Book Chapters

- When cataloging a book chapter add the book title as the journal title.

<p>Journal:</p> <input type="text" value="Applied Physics Letters"/> <p>Enter the name of the journal or other publication in which the item has or will be published.</p>
<p>Journal Volume:</p> <input type="text" value="114"/> <p>Enter journal volume.</p>

2.2.2.8 Journal Volume

If the journal volume number information is readily available add it to this field, otherwise leave the field blank. For published conference proceedings, books and all other publications which are not journals leave this field blank.

Journal Volume:
114
Enter journal volume.

2.2.2.9 Journal Issue

If the journal issue number information is readily available add it to this field, otherwise leave the field blank. For published conference proceedings, books and all other publications which are not journals leave this field blank.

Journal Issue:

Enter journal issue.

2.2.2.10 Publisher

Use the publisher website or Worldcat to find the appropriate form of the publisher name by searching for the journal title if the Publisher field is not populated with a metadata value or has an error in the publisher name. Then enter the name of the publisher in the record.

Publisher:
American Institute of Physics (AIP)
Enter the name of the publisher of this item.

2.2.2.11 Publication Date (as published)

- If a DOI has been provided this field will already be populated with metadata; but it may not be the correct date according to the current OA cataloging rules.
- Confirm that the date is correct.
- Enter the year and month that the item has or will be published.
- Use the online date, if one is provided. If there is not an online date use the print date instead.
 - Exception: When an article is revised after the date published, enter the revision date.
- If a month is not available, enter only the year.

Publication Date (as published):

Year: Month: Day:

Enter the publication date of the item or the anticipated publication date as indicated by the depositing author.

Date Submitted for Publication:

Year: Month: Day:

Enter the date submitted for publication.

Search statistics
Storage statistics
Documentation

METADATA QUALITY
Duplicate Checker
Documentation
Batch Edit
New task

2.2.2.12 Date Submitted for Publication

If a DOI has been provided this field will already be populated with a value; but it may not be the correct date according to the current OA cataloging rules.

- Enter the year and month that the item was submitted for publication. This date may not always be available in the pdf or on the publisher page. If a month is not available, enter only the year.
- Publishers may provide multiple dates (submission, revision, accepted). Check the Manuscript Version field to see if the item you are cataloging for DSpace is the "Final Published Version." When the item is labeled as the "Final Published Version" enter the revision date, not the original submission date.

Publication Date (as published):

Year: Month: Day:

Enter the publication date of the item or the anticipated publication date as indicated by the depositing author.

Date Submitted for Publication:

Year: Month: Day:

Enter the date submitted for publication.

Search statistics
Storage statistics
Documentation

METADATA QUALITY
Duplicate Checker
Documentation
Batch Edit
New task

2.2.2.13 Identifiers (other)

- If a DOI was provided this field should already be populated with metadata values.
- Although several different identifiers can be entered in this field, *the ISSNs for print and online version of a publication are preferred.*
- ISSN is the most common identifier that will be entered. Sometimes ISSN numbers are not available and so the ISBN numbers should be entered if available. If the ISSN numbers are available then do not add the ISBN numbers.
- Do not add the print-on-demand or USB ISSN and/or ISBN.
- When an ISSN is not available, enter the ISBN information for the print and online versions.
- **Besides the print and electronic ISSNs or ISBNs no other identifiers should appear in this field.**
- ISBNs and ISSNs should retain dashes (ex. issn: 0003-6951; isbn: 978-19848-5427-8)

Identifiers - Other:

Select any additional identifiers associated with the item, journal/publication, or publisher.

issn:0003-6951
 issn:1077-3118

Task queue

ATMIRE MODULES
Atmire module overview

2.2.2.14 Sponsor

- Find the list of sponsors in the pdf or on the publisher page. Sponsors are often listed in the footnotes at the bottom of the first page or in the acknowledgements section at the end of an article. Occasionally the list of sponsors appears before the appendix. Below is a screenshot example of an acknowledgements section in an article.

Acknowledgements

This work was supported by Department of Energy BES award #ER46919 (theoretical and simulation work) and the Chang Family (experimental work).

References

1. J. D. Gunton , M. San Miguel and P. Sahni , *Phase Transition and Critical Phenomena* , Academic, London, 1983, [Search PubMed](#) [i](#) .
2. J. W. Cahn *Acta Metall.*, 1961, **9** , 795 —801 [CrossRef](#) [CAS](#) [i](#) .
3. J. W. Cahn and J. E. Hilliard , *J. Chem. Phys.*, 1958, **28** , 258 —267 [CrossRef](#) [CAS](#) [i](#) .
4. J. Palacci , S. Sacanna , A. P. Steinberg , D. J. Pine and P. M. Chaikin , *Science*, 2013, **339** ,

- Enter each sponsor individually as Sponsor Name (number) in the Sponsor field. Include only sponsors only when direct funding is stated or implied for an MIT author. Often initials will accompany the sponsor name and grant/contract/award number information in the article.
- When entering the name of sponsors for individual MIT authors or the research project team, use the exact form of the sponsor information as it appears in the publication.

Sponsor:

Enter the Sponsor.

Sponsor:

Enter the Sponsor.

- If the number is qualified with "grant," "contract," "award," or other term put it capitalized in the parenthesis with the number (*do not use no. or number*). Some examples:
 - National Science Foundation (Award 123-678-SFN)
 - Department of Energy BES (Award ER46919)
 - NSF (Grant 122374)
- Exceptions:
 - If there is a joint grant/contract/award number associated with two or more sponsors then enter each sponsor separately followed by the number from the joint funding source.
 - Do not add the sponsor if a grant or award number is not given.

- Only enter an individual as a sponsor when their name appears in the acknowledgements along with a gift number.
- If the item is a correction for a published article only list the grant and funding information if it appears on the correction.
- Sponsors are not added for a specific procedure, machine or facility.
- Treat fellowships as awards.

2.2.2.15 Subject

- If subject fields (precedes the abstract field) are populated, delete the metadata from those fields. Below is an example of how to delete entries in the subject field.

Subjects/Keywords:

Enter appropriate subject keywords or phrases.
 multi-disciplinary
 biology

Subjects/Keywords:

Enter appropriate subject keywords or phrases.
 multi-disciplinary
 biology

Subjects/Keywords:

Enter appropriate subject keywords or phrases.

2.2.2.16 Abstract

Abstract:

Conventional readout of a superconducting nanowire single-photon detector (SNSPD) sets an upper bound on the output voltage to be the product of the bias current and the load impedance, $I_B \times Z_{load}$, where Z_{load} is limited to 50Ω in standard r.f. electronics. Here, we break this limit by interfacing the 50Ω load and the SNSPD using an integrated superconducting transmission line taper. The taper is a transformer that effectively loads the SNSPD with high impedance without latching. At the expense of reduced maximum counting rate, it increases the amplitude of

Enter the abstract of the item. Note: The final item will not display enhanced text, paragraph breaks, or other HTML markup. Some re-formatting may be appropriate.

Citation:

Zhu, Di et al. "Superconducting nanowire single-photon detector with integrated impedance-matching taper." Applied Physics Letters 114 (January 2019): 22901 © 2019 Author(s)

Enter the free-text citation of the published version.

Abstract Available

- Cut and paste the abstract from the publisher page. If the abstract is not on the publisher page then cut and paste the abstract from the item. Sometimes a publisher will have a summary/synopsis; if an abstract is not available use the summary/synopsis. We currently do not add visual abstracts to the item records in DSpace.
- Abstracts containing formulas and symbols may need editing. The abstract may need to be edited if it contains diacritics, symbols, or scientific notation. Make sure to add all necessary diacritics, symbols, etc. to the text in the abstract.

No Abstract

- If there is not an abstract on the item or provided by the publisher then copy and paste the first paragraph of text from the item.
- If it is a book review or letter to the editor, create an abstract (review of *Book Title*, or Letter concerning _____).

Book Chapters

- Leave the abstract field empty.

Automatic Deposits

- When the article is an automatic deposit sometimes the abstract is already in the Abstract field. Make sure to check the field to determine if the data is correct.
- The abstract may need to be edited if it contains diacritics, symbols, or scientific notation. Make sure to add all necessary diacritics, symbols, etc. to the text in the abstract.

2.2.2.17 Citation

This field should already be populated with some citation information. However, if a citation is not in the field, look for it on the publisher website to see if they have provided one.

If the publisher website does not have a citation to copy and paste into the citation field, an original citation will need to be created. Below are instructions and examples for citations for common sources.

Abstract:

Conventional readout of a superconducting nanowire single-photon detector (SNSPD) sets an upper bound on the output voltage to be the product of the bias current and the load impedance, $I_B \times Z_{load}$, where Z_{load} is limited to 50Ω in standard r.f. electronics. Here, we break this limit by interfacing the 50Ω load and the SNSPD using an integrated superconducting transmission line taper. The taper is a transformer that effectively loads the SNSPD with high impedance without latching. At the expense of reduced maximum counting rate, it increases the amplitude of

Enter the abstract of the item. Note: The final item will not display enhanced text, paragraph breaks, or other HTML markup. Some re-formatting may be appropriate.

Citation:

Zhu, Di et al. "Superconducting nanowire single-photon detector with integrated impedance-matching taper." *Applied Physics Letters* 114 (January 2019): 22901 © 2019 Author(s)

Enter the free-text citation of the published version.

General

- Use a modified MLA citation style for all citations in Open Access Article Collection. A useful resource for MLA citation style guidelines is the Purdue OWL (<https://owl.english.purdue.edu/owl/resource/747/01/>).
- For articles or book chapters with three or more authors use et al after the name of first author.
- If there are not page numbers use the article number instead in the citation.
 - Example:
Genova, Antonio et al. "Solar System Expansion and Strong Equivalence Principle as Seen by the NASA MESSENGER Mission." *Nature Communications* 9, 1 (January 2018): 289 © 2018 The Author(s)

DOI Provided

- This field should already be populated with metadata and the data will need to be reviewed to ensure it is correct. Leave the citation in the style it was created by the publisher.
- Add © [year of publication 20XX] Publisher to the end of all citations in which we are cataloging the "Final Published Version" of an article. If the author(s) maintain the copyrights add © [year of publication 20XX] The Author(s)

DOI Partial, Incorrect or Missing

- Cut and paste citation from publisher page or create the modified MLA citation yourself if (1) a citation is not provided by the publisher or (2) the item is forthcoming but not yet published. Refer to Purdue Online Writing Lab (OWL) website for guidance on how to create an MLA citation (<https://owl.english.purdue.edu/owl/resource/747/01/>).
- Make sure to review the citation for spacing issues and accuracy. Delete the DOI from the Citation and any downloaded date provided by a citation management program.
- Add © [year of publication 20XX] Publisher to the end of all citations in which we are cataloging the "Final Published Version" of an article. If the author(s) maintain the copyrights add © [year of publication 20XX] The Author(s)

Forthcoming Publications

- If the article has been accepted by a journal and will be published in the future: Build a citation based on the information provided by the submitter, using "Forthcoming in:" prior to the journal name to highlight the fact that the article is not yet published. Name, "Article Title,"
Forthcoming in: Journal Title
- If no known publication is forthcoming, leave the citation field blank

Conference Papers

- Published conference presentations or papers should be cited in one of the following formats:

Last Name, First Name. "Conference Paper Title." Conference Title that Includes Conference Date and Location, edited by Conference Editor(s), Publisher, Date of Publication.

or

Last Name, First Name. "Conference Paper Title." Conference Title that Does Not Include Conference Date and Location, Conference Date, Conference Location, edited by Conference Editor(s) Publisher, Date of Publication.

- Example: Alistarh, Dan et al. "Time-space trade-offs in population protocols." Proceedings of the Twenty-Eighth Annual ACM-SIAM Symposium on Discrete Algorithms (SODA '17), January 2017, Barcelona, Spain, edited by Philip N. Klein, Society for Industrial and Applied Mathematics (SIAM), 2017

Book Chapters

- Book chapters should be cited in the following format:

Last Name, First Name. "Book Chapter Title." Book Title. edited by Book Editors, Publisher, Date of Publication: Page Range.

- Example: Keller, Evelyn Fox. "Pot-holes Everywhere: How (not) to Read my Biography of Barbara McClintock." Writing about Lives in Science, edited by Vita Fortunati and Elena Agazzi, V&R Unipress, 2014: 33-42 © 2018 Vandenhoeck & Ruprecht
- Add © [year of publication 20XX] Publisher to the end of the citation if we are cataloging the "Final Published Version" of the book chapter. If the author(s) maintain the copyrights add © [year of publication 20XX] The Author(s)

2.2.3 Final Steps

When finished entering the metadata for a given item click next at the bottom of the page. You will then be taken a page where you can review the attachments. Remove or add files as needed. Make sure to indicate which file is the primary file.

Item submission

External Source Import
Describe
Upload
Review

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.

File Description:

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

Embargo options:

Embargo options

Default (Public)

Private access

Custom Embargo

2019-06-18

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Search DSpace

This Collection

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All of DSpace

Communities & Collections

By Issue Date

Authors

Titles

Subjects

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By Issue Date

Authors

Titles

Subjects

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Creative Commons Attribution-Noncommercial-Share Alike

Upload file & add another

Publisher information

To check the copyright and self-archiving policies per journal or publisher, please consult [SHERPA/RoMEO](#).

Files Uploaded

Primary	File	Size	Description	Format	
<input checked="" type="checkbox"/>	1811.03991.pdf	2141473 bytes	Submitted version	application/pdf (Known)	Edit

File checksum: MD5:5f15ccb8c74f14dfc17bbe3dd781687

[Remove selected files](#)

[< Previous](#) [Save & Exit](#) [Next >](#)

Submissions

CONTEXT

- Edit Collection
- Item Mapper
- Export Collection
- Export Metadata

ADMINISTRATIVE

- Control Panel
- Curation Tasks
- Thesis import
- Access Control**
- People
- Groups
- Authorizations
- Content Administration

Check the item record to be sure that the needed metadata has been entered correctly and in the correct fields. If you notice an error click “Correct one of these” and you will be taken to back to a section of the record for editing.

Item submission

External Source Import Describe Upload Review

Review Submission

Describe Item

Published DOI or URL: <http://dx.doi.org/10.1063/1.5080721>

MIT Affiliations: Massachusetts Institute of Technology. Research Laboratory of Electronics

MIT Affiliations: Massachusetts Institute of Technology. Department of Electrical Engineering and Computer Science

Authors: Zhu, Di

Authors: Colangelo, Marco

Authors: Korzh, Boris A.

Authors: Zhao, Qingyuan

Authors: Frasca, Simone

Authors: Dane, Andrew Edward

Authors: Velasco, Angel E.

Authors: Beyler, Andrew D.

Authors: Allmaras, Jason P.

Authors: Ramirez, Edward

Authors: Strickland, William J.

Search

Search DSpace

This Collection

BROWSE

- All of DSpace**
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects
- This Collection**
- By Issue Date
- Authors
- Titles
- Subjects

MY ACCOUNT

Peer-reviewed status: unassigned

Type: Article

Eprint Type: Journal Article

Terms of Use (text): Creative Commons Attribution-Noncommercial-Share Alike

Terms of Use (link): <http://creativecommons.org/licenses/by-nc-sa/4.0/>

Source of Deposit: arXiv

Correct one of these

Upload File(s)

1811.03991.pdf - Adobe PDF (Supported)

Correct one of these

< Previous Save & Exit Complete submission

Authorizations

- Content Administration
- Items
- Withdrawn Items
- Private Items
- Import Metadata
- Batch Import (ZIP)

Registries

- Metadata
- Format

AUTHORITIES

- Create Department
- List Departments

When you are finished reviewing the record, click complete submission to close the record and archive it.

Check to see if it in the task pool labeled as a Claim Duplicate Verification Action item. If it is, check the box next to it and claim the task by clicking Take selected tasks.

<input type="checkbox"/>	Claim duplicate verification action	A model for the Global Quantum Efficiency for a TP ...	MIT Open Access Articles	email:Symplectic Elements
<input checked="" type="checkbox"/>	Claim duplicate verification action	Necklaces, Convolutions, and X+Y	MIT Open Access Articles	email:Symplectic Elements
<input type="checkbox"/>	Claim duplicate verification action	Toric bases for 6D F-theory models	MIT Open Access Articles	email:Symplectic Elements

Take selected tasks

Click Take task.

Citation
 Zhu, Di et al. "Superconducting nanowire single-photon detector with integrated impedance-matching taper." Applied Physics Letters 114 (January 2019): 22901 © 2019 Author(s)
 Version: Original manuscript

ISSN
 0003-6951
 1077-3118

Show full item record

Actions you may perform on this task:

Assign this task to yourself.

Leave this task in the pool for another user to take.

Item Mapper

Export Collection

Export Metadata

ADMINISTRATIVE

- Control Panel
- Curation Tasks
- Thesis import
- Access Control
- People
- Groups
- Authorizations
- Content Administration

After being redirected to the duplicate check page, you will see the item and a list of potential duplicates. If it is not a duplicate click Not a duplicate and if it is a duplicate click Flag as duplicate. Flagging an item as a duplicate will send it back to the Final edit step.

Show full item record

Potential duplicates



Superconducting nanowire detector jitter limited by detector geometry
Calandri, Niccolo; Zhao, Qingyuan; Zhu, Di; Dane, Andrew E.; Berggren, Karl K (American Institute of Physics (AIP), 2016-10)

Detection jitter quantifies variance introduced by the detector in the determination of photon arrival time. It is a crucial performance parameter for systems using superconducting nanowire single photon detectors (SNSPDs). ...



Superconducting-nanowire single-photon-detector linear array

Zhao, Qingyuan; Bellei, Francesco; Najafi, Faraz; De Fazio, Domenico; Ivry, Yachin; e.a. (American Institute of Physics (AIP), 2013-09)

We designed, fabricated, and tested a one-dimensional array of superconducting-nanowire single-photon detectors, integrated with on-chip inductors and resistors. The architecture is suitable for monolithic integration on ...

Actions you may perform on this task:

Mark the items as unrelated, the item can then advance in the workflow.

Not a duplicate

Mark as duplicate, the item will be marked as a duplicate and will be sent back to the final review step.

Flag as duplicate

Thesis import

Access Control

People

Groups

Authorizations

Content Administration

Items

Withdrawn Items

Private Items

Import Metadata

Batch Import (ZIP)

Registries

Metadata

Format

AUTHORITIES

Create Department

3: Modified workflows

3.1 Workflow using ordered author field

In cases where there are more than 30 MIT authors and/or more than 100+ non-MIT authors for an item, the ordered author field should be used.

After importing the article, on the "Preview of updated metadata" page scroll down to the dc.contributor.author field. Before proceeding to the record from this page, select and copy the ordered author names from this field. The dc.contributor.author field maps to the Author field, which is not what we want to use.

Values that will be updated

dc.publisher (The exact values to import are already present on the item, skipping this field)

IOP Publishing

dc.contributor.author

Abbott, B P, Abbott, R, Abbott, T D, Abernathy, M R, Acernese, F, Ackley, K, Adams, C, Adams, T, Addesso, P, Adhikari, R X, Adya, V B, Affeldt, C, Agathos, M, Agatsuma, K, Aggarwal, N, Aguiar, O D, Aiello, L, Ain, A, Allen, B, Allocca, A, Altin, P A, Anderson, S B, Anderson, W G, Arai, K, Araya, M C, Arceneaux, C C, Areeda, J S, Arnaud, N, Arun, K G, Ascenzi, S, Ashton, G, Ast, M, Aston, S M, Astone, P, Aufmuth, P, Aubert, C, Babak, S, Bacon, P, Bader, M K M, Baker, P T, Baldaccini, F, Ballardini, G, Ballmer, S W, Barayoga, J C, Barclay, S E, Barish, B C, Barker, D, Barone, F, Barr, B, Barsotti, L, Barsuglia, M, Barta, D, Bartlett, J, Bartos, I, Bassiri, R, Basti, A, Batch, J C, Baune, C, Bavigadda, V, Bazzan, M, Bejger, M, Bell, A S, Berger, B K, Bergmann, G, Berry, C P L, Bersanetti, D, Bertolini, A, Betzwieser, J, Bhagwat, S, Bhandare, R, Bilenko, I A, Billingsley, G, Birch, J, Birney, R, Biscans, S, Bisht, A, Bitossi, M, Biver, C, Bizouard, M A, Blackburn, J K, Blair, C D, Blair, D G, Blair, R M, Bloemen, S, Bock, O, Boer, M, Bogaert, G, Bogan, C, Bohe, A, Bond, C, Bondu, F, Bonnand, R, Boom, B A, Bork, R, Boschi, V, Bose, S, Bouffanais, Y, Bozzi, A, Bradaschia, C, Brady, P R, Braginsky, V B, Branchesi, M, Brau, J E, Briant, T, Brillet, A, Brinkmann, M, Brisson, V, Brockill, P, Broida, J E, Brooks, A F, Brown, D A, Brown, D D, Brown, N M, Brunett, S, Buchanan, C C, Buikema, A, Bulik, T, Bullen, H J, Buonanno, A, Buskulic, D, Buy, C, Byer, R L, Cabero, M, Cadonati, L, Cagnoli, G, Cahillane, C, Calderón Bustillo, J, Callister, T, Calloni, E, Camp, J B, Cannon, K C, Cao, J, Capano, C D, Capocasa, E, Carbognani, F, Caride, S, Casanueva Diaz, J, Casentini, C, Caudill, S, Cavaglià, M, Cavalier, F, Cavalleri, R, Cella, G, Cepeda, C B, Cerboni Baiardi, L, Cerretani, G, Cesarini, E, Chamberlin, S J, Chan, M, Chao, S, Charlton, P, Chassande-Mottin, E, Cheeseboro,

After copying the metadata from this field check the box next to it and then proceed to the next page.

Item submission

External Source Import Preview Import Describe Upload Review

Preview of updated metadata

Following is a list of the metadata fields that will be added or updated during the import.

By default, all values will be used, but, de-selecting them using the checkbox, you can manually make sure that the new values for that particular metadata field will not be used. The old values already present on the item will remain the same.

Please check the following legend for an explanation of the color coded fields.

Green: If the item has a metadata value that would be overwritten by the import, then the new values will be shown in green

Red: If the item has a metadata value that would be overwritten by the import, then the old values to remove will be shown in red

Gray: If a metadata value will be imported into a new field, or, if all values in a pre-existing field exactly match the new values, then the values are shown in gray.

Values that will be updated

dc.publisher (The exact values to import are already present on the item, skipping this field)

IOP Publishing

dc.contributor.author

Abbott, B P, Abbott, R, Abbott, T D, Abernathy, M R, Acernese, F, Ackley, K, Adams, C, Adams, T, Addesso, P, Adhikari, R X, Adya, V B, Affeldt, C, Agathos, M, Agatsuma, K, Aggarwal, N, Aguiar, O D, Aiello, L, Ain, A, Allen, B, Allocca, A, Altin, P A, Anderson, S B, Anderson, W G, Arai, K, Araya, M C, Arceneaux, C C, Areeda, J S, Arnaud, N, Arun, K G, Ascenzi, S, Ashton, G, Ast, M, Aston, S M, Astone, P, Aufmuth, P, Aubert, C, Babak, S, Bacon, P, Bader, M K M, Baker, P T, Baldaccini, F, Ballardini, G, Ballmer, S W, Barayoga, J C, Barclay, S E, Barish, B C, Barker, D, Barone, F, Barr, B, Barsotti, L, Barsuglia, M, Barta, D, Bartlett, J, Bartos, I, Bassiri, R, Basti, A, Batch, J C, Baune, C, Bavigadda, V, Bazzan, M, Bejger, M, Bell, A S, Berger, B K, Bergmann, G, Berry, C P L, Bersanetti, D, Bertolini, A, Betzwieser, J, Bhagwat, S, Bhandare, R, Bilenko, I A, Billingsley, G, Birch, J, Birney, R, Biscans, S, Bisht, A, Bitossi, M, Biver, C, Bizouard, M A, Blackburn, J K, Blair, C D, Blair, D G, Blair, R M, Bloemen, S, Bock, O, Boer, M, Bogaert, G, Bogan, C, Bohe, A, Bond, C, Bondu, F, Bonnand, R, Boom, B A, Bork, R, Boschi, V, Bose, S, Bouffanais, Y, Bozzi, A, Bradaschia, C, Brady, P R, Braginsky, V B, Branchesi, M,

Item record

Author field

Ordered Author field

Use "Ordered Authors"

Use "Ordered Authors"

The next page is the item record and beneath the Author field there should be the Ordered Author field; if it is not already populated with the ordered author list paste the ordered author information into it. Then in the dropdown menu for the field labeled "Use "Ordered Authors" instead of separate author entries for Google Scholar select "Yes."

Ordered Authors:

Abbott, B P; Abbott, R; Abbott, T D; Abernathy, M R; Acernese, F; Ackley, K; Adams, C; Adams, T; Addesso, P; Adhikari, R X; Adya, V B; Affeldt, C; Agathos, M; Agatsuma, K; Aggarwal, N; Aguiar, O D; Aiello, L; Ain, A; Allen, B; Allocca, A; Altin, P A; Anderson, S B; Anderson, W G; Arai, K; Araya, M C; Arceneaux, C C; Areeda, J S; Arnaud, N; Arun, K G; Ascenzi, S; Ashton, G; Ast, M; Aston, S M; Astone, P; Aufmuth, P; Aulbert, C; Babak, S; Bacon, P; Bader, M K M; Baker, P T; Baldaccini, F; Ballardin, G; Ballmer, S W; Barayoga, J C; Barclay, S E; Barish, B C; Barker, D; Barone, F; Barr, B; Barsotti, L; Barsuglia, M; Barta, D; Bartlett, J; Bartos, I; Bassiri, R; Basti, A; Batch, J

Ordered list of authors for this item, used for google scholar, split with ;

Use "Ordered Authors" instead of separate author entries for google scholar:

Yes

Indicate whether or not you wish to use the ordered authors field instead of separate author entries for google scholar.

If the MIT authors affiliated with the paper are 30 or less, then only add and verify their names in the Author field. For more than 30 authors do not use the author lookup to verify and add MIT authors to the Author field.

4: Instructions for exceptional scenarios

4.1: Rejecting an Item

Sometimes an item will be erroneously deposited. The most common reason for rejecting an item is none of the authors are associated with an MIT DLC. If none of the authors are affiliated with MIT at the time of the publication date, you should reject the item from submission to the Open Access collection.

- Compare the author information in DSpace and on the article pdf or publisher website prior to beginning the process of cataloging so you can reject an item right away if there is not any affiliation with MIT.

Final edit/approve step

Item submission

A Device for Enabling Placement of Intra-Osseous Infusion Tools

Author(s)
Reinitz, Steven D.; Slocum, Alexander H.; Magoon, Christopher J.; Citters, Douglas W. Van

No Thumbnail

Download
med_010_02_020943.pdf (288.8Kb)

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Journal
Journal of Medical Devices

Publisher
ASME International

Citation
Reinitz, Steven D., Alexander H. Slocum, Christopher J. Magoon, and Douglas W. Van Citters. "A Device for Enabling Placement of Intra-Osseous Infusion Tools 1." Journal of Medical Devices 10, no. 2 (May 12, 2016): 020943. doi:10.1115/1.4033172. Version: Final published version

ISSN
1932-6181

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MY ACCOUNT

Journal of Medical Devices | Journal Home | Newest Issue | All Issues | Accepted Manuscripts

Journal of Medical Devices | Volume 10 | Issue 2 | Special Section Technical Briefs

< PREVIOUS ARTICLE | NEXT ARTICLE >

Special Section Technical Briefs

A Device for Enabling Placement of Intra-Osseous Infusion Tools¹

Steven D. Reinitz, Alexander H. Slocum, Jr., Christopher J. Magoon and Douglas W. Van Citters
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DOI: 10.1115/1.4033172 Manuscript received March 1, 2016; final manuscript received March 17, 2016; published online May 12, 2016. Editor: William Durfee.

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[Design, Development, and Validation of an Intra-Osseous Needle Placement Guide](#)
J. Med. Devices (December, 2017)

[Using Simulation to Help Specify Design Parameters for Vacuum-Assisted Needle Biopsy Systems](#)
J. Med. Devices (March, 2019)

- When you find an article where none of the authors are affiliated with MIT, click Reject item.

Actions you may perform on this task:

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".

If you have reviewed the item and found it is **not** suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and resubmit.

Select this option to change the item's metadata.

Send to Acquisition & Licensing

Profile

Workflow Overview

Submissions

CONTEXT

Edit Collection

Item Mapper

Export Collection

Export Metadata

- DSpace will then prompt you to provide a reason for rejecting the item. Type a brief description of 1-2 sentences for why the item was rejected in the box provided. Click Reject item.

Show full item record

Please enter your reason for rejecting the submission into the box below, indicating whether the submitter may fix a problem and resubmit.

Reason: *

None of the authors are affiliated with MIT.

The reason field is required

MY ACCOUNT

Logout

Profile

Workflow Overview

Submissions

CONTEXT

Edit Collection

Item Mapper

Export Collection

Export Metadata

ADMINISTRATIVE

Control Panel

Curation Tasks

Thesis import

Access Control

4.2 Sending an item to a previous workflow step

If there is missing acquisition or licensing information, send the item back to the Acquisitions/Licensing step. Another instance in which an item should be sent back to the Acquisitions/Licensing step is if the pdf or other file type will not download or is not viewable in the web browser. To send it back click the Acquisition & Licensing step in the menu.

Another scenario in which an item would be sent back to this step is if there were a mismatch between the file attachment and item record.

Actions you may perform on this task:

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".

If you have reviewed the item and found it is **not** suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and resubmit.

Select this option to change the item's metadata.

Send to Acquisition & Licensing

Profile

Workflow Overview

Submissions

CONTEXT

Edit Collection

Item Mapper

Export Collection

Export Metadata

Completed A&L fields on a record look like this:

Manuscript Version:

Final published version

Enter the manuscript version classification for the deposited work.

Peer-reviewed Status:

Unassigned

Note whether the item has been peer-reviewed.

Type:

Article

Select the general type of content of the item.

Eprint Type:

Conference Paper

Select the type of scholarly work of the item.

Terms of Use (text):

Article is made available in accordance with the publisher's policy and may be subject to US copyright law. Please refi

Enter the text of the terms of use.

As you can see the person responsible for entering the A&L metadata filled in the fields for manuscript version, peer-reviewed status, type and eprint type. **Do not edit these fields.** Likewise do not edit any embargo information on the upload files page of a record.

4.3: Returning an item to the task pool

- Return task to pool: Clicking this button will return an item to the main task pool.

The screenshot displays a web interface for managing workflow tasks. It is divided into several sections:

- Workflow tasks:** A header section with a descriptive paragraph: "These tasks are items that are awaiting approval before they are added to the repository. There are two task queues, one for tasks which you have chosen to accept and another for tasks which have not been taken by anyone yet."
- Tasks you own:** A table with columns: Task, Item, Collection, and Submitter. One task is listed with a checked checkbox.

Task	Item	Collection	Submitter
<input checked="" type="checkbox"/> Final edit/approve step	Fast evaluation of multi-hadron correlation functi ...	MIT Open Access Articles	email:Symplectic Elements
- Return selected tasks to the pool:** A button located below the 'Tasks you own' table.
- Tasks in the pool:** A table with columns: Task, Item, Collection, and Submitter. Three tasks are listed with unchecked checkboxes.

Task	Item	Collection	Submitter
<input type="checkbox"/> Add acquisition & licensing data	IN DSPACE; CKING WITH AUTHOR RE SUPPL MATERIALS 9- ...	MIT Open Access Articles	email:ijungr@mit.edu
<input type="checkbox"/> Add acquisition & licensing data	NYP (last checked 11/14/18): Identifying Customer ...	MIT Open Access Articles	email:Artem Timoshenko
<input type="checkbox"/> Add acquisition & licensing data	NYP only in arXiv (last checked 11/15/18): X-Visio ...	MIT Open Access Articles	email:skadadi@mit.edu
<input type="checkbox"/> Add acquisition & licensing data	NYP only in arXiv (last checked 11/15/18): Im?Avat	MIT Open Access Articles	email:skadadi@mit.edu
- MY ACCOUNT:** A sidebar menu with items: Logout, Profile, Workflow Overview, Submissions.
- ADMINISTRATIVE:** A sidebar menu with items: Control Panel, Curation Tasks, Thesis import, Access Control (highlighted), People, Groups, Authorizations, Content Administration (highlighted), Items.

4.4 Forthcoming publications

If the publication is forthcoming proceed to catalog it as if it were already published.