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RIT Scholar Works User Guide

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RIT SCHOLAR WORKS
USER GUIDE

Last Update: July 2017

*NOTE: THIS GUIDE CURRENTLY ONLY COVERS THE INSTITUTIONAL REPOSITORY PART OF RIT SCHOLAR WORKS. IT DOES NOT INCLUDE THE OPEN ACCESS PUBLISHING PLATFORM.

For questions, contact us at: ritscholarworks@rit.edu
CONTENTS

1 Navigating the Scholar Works Website ............................................................................................2

2 RIT Scholar Works Accounts ........................................................................................................3
   2.1 Creating a Scholar Works Account..........................................................................................3
   2.2 Administering Your Account ..................................................................................................3

3 How to View Content .......................................................................................................................4
   3.1 How to Search .........................................................................................................................5
      3.1.1 Advanced Search ..............................................................................................................5
      2.1.2 Search Operators .............................................................................................................6
      3.1.2 Saving Searches ................................................................................................................6
   3.2 How to Use the “Follow” Feature ............................................................................................7
      3.2.1 Managing Your Follows ..................................................................................................9

4 How to Submit to RIT Scholar Works ..............................................................................................10
   4.1 Before You Submit .................................................................................................................10
   4.2 The Submission Form ..............................................................................................................11
      4.2.1 HTML Tags ......................................................................................................................15
   4.3 Adding Supplementary Files & Multimedia ............................................................................15
   4.4 Submitting Multi-Part Files ....................................................................................................16
   4.5 Scanning Old Works ...............................................................................................................16
   4.6 Revising and Removing Works .............................................................................................16
      4.6.1 Removing works .............................................................................................................17

5 Tracking Your Readership ..............................................................................................................18

6 Copyright Information ...................................................................................................................21
   6.1 RIT’S Rights ..........................................................................................................................21
   6.2 Your Rights ............................................................................................................................21

Glossary .............................................................................................................................................22
1. NAVIGATING THE SCHOLAR WORKS WEBSITE

RIT Scholar Works is hosted on the Digital Commons platform, a repository software supported by bepress.
2 RIT SCHOLAR WORKS ACCOUNTS

2.1 CREATING A SCHOLAR WORKS ACCOUNT

If you are affiliated with RIT, you can use your RIT computer account to log in to RIT Scholar Works. However, if you would like use the “Follow” feature, you will need to create an account with Scholar Works’ companion site, SelectedWorks. For more information see: 3.2 How to Use the “Follow” Feature and 5 Tracking your Readership.

If you are not affiliated with RIT, an RIT Scholar Works account is not necessary to view items; however, if you wish to take advantage of the “Saved Searches” and “Follow” feature you will have to create an account.

Accounts are free and can be created by anyone. To do so, click on the “My Account” page at the top navigation bar. If you are not already logged in, you will be prompted to do so, or to create an account.

You will have to fill out a short information form. Although it will ask you for an institutional affiliation, one is not required to create an account.

2.2 ADMINISTERING YOUR ACCOUNT
The “My Account” page is where you will be able to administer all things related to your RIT Scholar Works account. To get to it, click on the “My Account” link at the top navigation bar (the same link you go to log in). If you are not logged in, you will be prompted to do so, after which you will be directed to the “My Account” page. This page is accessible at any time from the orange navigation bar.

If you are an author, you will also be able to check the status of works you have submitted to RIT Scholar Works from the “My Account” page.

**3 HOW TO VIEW CONTENT**

When you have selected a work in RIT Scholar Works that you wish to view, you will first be taken to a screen containing information about the work. This is the **work record** page.

Within this page you will also find a download link to open the work file. While they majority of documents on Scholar Works are PDFs, they are not the only file types available. Depending on your browser, when downloaded, the PDF may save to the default downloads folder and/or open in a separate browser tab or window.
3.1 HOW TO SEARCH

There are two search options available in RIT Scholar Works: **Basic**, the default search bar that appears in the right sidebar, and **Advanced**, which is linked below the Basic Search module.

To perform a basic search, simply type a word, phrase, or name representing what you are looking for into the search bar. This will perform a keyword search with those terms and will bring up any work in which they appear in the work record. RIT Scholar Works will also search full-text, however, only documents that have been processed by an Optical Character Recognition (OCR) software will be retrieved.

If you are at the RIT Scholar Works homepage, you will be given the option to search “In this repository”, which means within RIT Scholar Works, or “across all repositories”, which will include repositories from other institutions that are in the **Digital Commons Network**. If you are at the page for a college or department within RIT, you can limit the search to be just within that college.

The **Digital Commons Network** is a portal to content stored on the Digital Commons platform. Free, full-text works posted to repositories from any institution (in addition to RIT) currently using Digital Commons to support their repository are included, where they are sorted by the discipline field. To view, visit: [http://network.bepress.com/](http://network.bepress.com/)

3.1.1 ADVANCED SEARCH

The Advanced Search feature allows for more refined searching. You can reach it by clicking on the link underneath the Basic Search bar on the homepage.
Users can select a specific field to search within. Field search options include: Abstract, Author, Subject, Institution, Title, Document Type, and Publication. As with the Basic Search, keyword searches will search any field or text available.

The “Format” option allows you to select how you wish to view the search results. You can view the results as a list of links in browser (most common), or export the results list as an Excel file or text file.

### 2.1.2 SEARCH OPERATORS

You can make your searches more specific by using search operators. Search operators recognized by RIT Scholar Works include:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>“search phrase”</td>
<td>Look for the exact phrase</td>
</tr>
<tr>
<td>- OR NOT</td>
<td>Do not include this term</td>
</tr>
<tr>
<td>AND</td>
<td>Include BOTH terms</td>
</tr>
<tr>
<td>OR</td>
<td>Include either term</td>
</tr>
<tr>
<td>*</td>
<td>Wildcard</td>
</tr>
<tr>
<td>()</td>
<td>Use to portion more complicated searches</td>
</tr>
</tbody>
</table>

### 3.1.2 SAVING SEARCHES

If you are affiliated with RIT, you may log in with your RIT computer account. If you are not affiliated with RIT, you must have an RIT Scholar Works account to use this feature.

When you perform a search, there will be a link to the right of the results that says “Save this search.” This allows you to save the search query you just performed if you are logged in to RIT Scholar Works.

To view your saved searches, click on the “My saved searches” link on the search results page, or go to the “My Account” page, accessible from the top navigation bar. From here, click on the “Research Alerts” link. This will take you to your “Research Alerts” page.

From the “Research Alerts” page, you can perform previous searches again, and set up or remove email notifications for when new works are added to the repository that fit one of your saved searches. You can also delete searches you no longer wish to save.
3.2 HOW TO USE THE “FOLLOW” FEATURE

The “Follow” feature allows users to receive email updates of new works added to RIT Scholar Works that fit their interests. It is similar to the “Saved Searches” feature, only much broader. You will need to have an account and be logged in to RIT Scholar Works to use this feature.

On the homepage you’ll notice two blue “Follow” buttons.

Click these buttons to receive email updates when new works are added to RIT Scholar Works. The first time you click on them, you will be asked to log in to, or create, a SelectedWorks account.

“Follows” are managed through SelectedWorks, a companion site to Scholar Works. If you are logged in to Scholar Works with your RIT computer account, you will need to create a SelectedWorks account. Make sure you use your RIT email address so it will connect to your Scholar Works account.
If you are not affiliated with RIT and have created an account on Scholar Works, you will use this account to log in to SelectedWorks.

To follow a particular college or department, or a type of work (article, thesis, etc.), go to the browse page for that specific collection. A “Follow” button should be available above the list of works.
You can also follow authors. On the work record page, a “Follow” button may appear next to their name. Only authors that have an email account associated with their name will have this button, so you may not be able to follow all authors.

![Image of Follow button on a work record page]

**3.2.1 MANAGING YOUR FOLLOWS**

To see what you are following, or to stop following something, click on the “Follow” button again. This will direct you to the “Follow Management” page in SelectedWorks. You can also get here from the “My Account” page. Under the “Dashboard Tools” section, there is a link to “Follow Management.”

![Image of Dashboard Tools section]

Once logged in, you can see what you are following, as well as remove the follow option. If you follow the whole of RIT Scholar Works, it will be listed under the “Institutions” tab.

![Image of Follow Management page]

Other collections you follow will be listed under “Publications.” You can follow disciplines as well, but they will not be limited to just RIT Scholar Works and will include works from other institutions in the Digital Commons Network.
FOR AUTHORS

The following procedures are for those who are submitting their work to RIT Scholar Works.

4 HOW TO SUBMIT TO RIT SCHOLAR WORKS

Currently, the only documents that you can add are Articles and Presentations. Theses and dissertations are automatically added by RIT Scholar Works staff. If you wish to submit datasets, books, video, or image sets, contact RIT Scholar Works staff at ritscholarworks@rit.edu.

Graduate Capstone/Master’s Projects and Undergraduate Senior Projects submitted to ProQuest are automatically submitted to RIT Scholar Works on the student’s behalf.

Those that are not submitted to ProQuest can also be included in RIT Scholar Works. For inclusion, you should submit a PDF version of your project via email to ritscholarworks@rit.edu. Remember to exclude signatures from the electronic version of your paper and to include up to five keywords.

NOTE for Master’s students at RIT’s Kosovo campus ONLY: Submit your Graduate Capstone Project to your main advisor and your advisor will submit your project to RIT Libraries for you.

After you submit your work, it will be reviewed by RIT Scholar Works staff. You will be notified of their decision by email. For more information, see the Submission Instructions and Agreements page.

4.1 BEFORE YOU SUBMIT

Before you submit your work, you must make sure that:

1) You have the right or permission to make this work available online.
   If your work has been previously published, make sure you have permission to post the version of the work you are planning to submit. For journal articles, you can look up most journals’ copyright policies at the SHERPA/RoMEO website. If the work you are submitting has multiple authors, you must have permission from the other authors to post it. For more information on copyright, see the Copyright Information below, or our FAQ.

   If you would like assistance in determining your rights or in requesting copyright clearance, please contact RIT Scholar Works staff at: ritscholarworks@rit.edu

2) Your work is in the correct format.
   For textual documents, Scholar Works will accept PDFs, Microsoft Word files, and Rich Text Format (RTF). If it is not a PDF when submitted, Scholar Works will automatically generate a PDF version for download on the website. PowerPoint files are accepted, however they will not be automatically converted to PDF. If you wish for your PowerPoint file to display as a PDF, you must convert it first and submit the PDF.

   NOTE: All project files from RIT’s Kosovo campus must be submitted in PDF format.

   Scholar Works will also accept multimedia, such as video and sound files. To upload a multimedia work, contact us at ritscholarworks@rit.edu.
3) You are logged in to RIT Scholar Works.
You can log into RIT Scholar Works with your RIT computer account. You can create one for free by going to http://scholarworks.rit.edu and clicking on “My Account” at the top navigation bar and then selecting “Sign up.” See: RIT Scholar Works Accounts RIT Scholar Works Accounts

When you are ready to submit your work, click on the “Submit” link under the “Author Corner” on the right sidebar. This will take you to page outlining the different types of works that can be submitted. To submit, click the “Articles” or “Presentations” link. This will take you to the appropriate submission form.

4.2 THE SUBMISSION FORM

ARTICLES

**Title**

Please use Headline Style Capitalization e.g., The Scholarly Communication Crisis

Enter title:

Click here to add your name if you have never submitted before.

If you have submitted before, search for your name here.

**Authors**

Search For An Author Using: Last Name, First Name, Email, or Institution

Click here to add more authors.

TIP: Make sure to include your email address so you can track hits on your works.

**Keywords**

Please separate keywords/keyword phrases with commas.

Enter Keywords:

Add keywords to describe your work to aid in its search discoverability.
Abstract

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

Paste or type your abstract:

If you do not already have an abstract written, please write a short, approx. 250 word summary of your work.

Title of Periodical

Volume

Issue Number

Pages
Creative Commons License

None

Adding a Creative Commons license allows you to apply varying levels of rights while still keeping your work Open Access. For more information visit:creativecommons.org

Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click here to view the complete list of disciplines.

Available:
- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:

Disciplines represent areas of study defined by the Digital Commons Network. The Digital Commons Network connects all institutions using the Digital Commons platform and allows users to search disciplines across all institutions.

Required: Publication Date

If you choose to enter a date, the year is required but all other fields are optional.

Season Month Day Year

An OpenURL makes it easier for users to access items on the web as it retains permanent identification to a resource regardless of its online location.

Publication Status

Was this submission previously published in a journal? Epress will automatically create an OpenURL for published articles. Learn more about OpenURLs

- Yes
- No
Recommended Citation

Digital Commons automatically generates recommended citations for all submissions. To override the default suggested citation, please enter citation information below.

Enter recommended citation (optional)

**Required** Document Type

Select from the following:
- Please Select One -

**Required** Department, Program, or Center

- Please Select One -

**Required** Campus

- Please Select One -

**Required** Upload File

- Upload file from your computer
- Import file from remote site

Additional Files

Please check this if you'd like to add additional files

[ ]

[ ] Cancel [ ] Submit

This may take a while. Please only click once.
4.2.1 HTML TAGS

The following HTML tags are recognized by the RIT Scholar Works system and may be used to format an abstract (use lowercase tags). Use is not mandatory, but if you have an abstract greater than 250 words, it is recommended to improve readability.

<table>
<thead>
<tr>
<th>Tag</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;p&gt;</td>
<td>This is the first paragraph.</td>
</tr>
<tr>
<td></td>
<td>This is the second paragraph.</td>
</tr>
<tr>
<td></td>
<td>This is the first paragraph.</td>
</tr>
<tr>
<td></td>
<td>This is the second paragraph.</td>
</tr>
<tr>
<td>&lt;br /&gt;</td>
<td>This is a line of text with a linebreak here.</td>
</tr>
<tr>
<td></td>
<td>This is text after</td>
</tr>
<tr>
<td></td>
<td>This is line text with a linebreak here.</td>
</tr>
<tr>
<td></td>
<td>This is text after</td>
</tr>
<tr>
<td>&lt;strong&gt;</td>
<td>bold text</td>
</tr>
<tr>
<td></td>
<td>italicized text</td>
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<tr>
<td></td>
<td>italicized text</td>
</tr>
<tr>
<td>&lt;sub&gt;</td>
<td>Text with subscript</td>
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<td>Text with subscript</td>
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<td>Text with subscript</td>
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<tr>
<td>&lt;sup&gt;</td>
<td>Text with superscript</td>
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<tr>
<td></td>
<td>Text with superscript</td>
</tr>
<tr>
<td></td>
<td>Text with superscript</td>
</tr>
</tbody>
</table>

If you would like to include special accents and characters in the abstract and title of your work, they may be copied and pasted into the abstract or title field from a word processing file, or typed in directly. Windows users can use the Character Map (Start>Search>“character map”). Macintosh users can use the Character Palette (Edit>search “Special Characters” in the Finder).

4.3 ADDING SUPPLEMENTARY FILES & MULTIMEDIA

Supplementary files are referred to in RIT Scholar Works as “Additional Files.” When filling out the submission form, there is a checkbox at the bottom asking if you would like to add additional files. If you check the box, you will then be prompted to browse for the files you wish to attach. The names of the files you upload will appear on the website along with your short description of it. Viewers must have the necessary software to open your files; it is not provided by RIT Scholar Works. Items such as images, charts, and tables that are referenced in the document (or are otherwise an integral part of the document) should be included in the article itself and not posted just as Associated Files.

When submitting a presentation, you will also have the option to add “Streaming media” (videos, music, etc.) that will display in an embedded player on the work record. If the media you wish to add is already being hosted on YouTube or Vimeo, you can simply add the link in the “Streaming Media” field on the submission form. Make sure to also select from the dropdown menu whether it is YouTube or Vimeo you have linked to. If the media is owned by a third-party, you must have permission to allow it to be posted in RIT Scholar Works as part of your work.
For all other types of media/media that is not currently hosted online, contact RIT Scholar Works staff at ritscholarworks@rit.edu.

### 4.4 SUBMITTING MULTI-PART FILES

The best way to submit a work that is made up of multiple files, such as chapters for a book, is to combine all the sections together as one Microsoft Word file or PDF file and submit that.

To make one PDF file from multiple files you will need Adobe Acrobat Professional DC software. Open Acrobat and click on the “Tools” tab. Under “Tools”, click on the “Combine Files” tool. You can click and drag the files you want to combine into the work area of this tool, or you can click on “Add Files” in the upper left to browse for the files. Once the necessary files have been added to the work area, click and drag them into the correct order. When you’re ready, click “Combine files.” This will generate a new, combined PDF document. To use it, make sure you save it under a new name.

If you feel that the one large PDF file might be too large for some people to download, we suggest that you submit the consolidated file as the full-text of the article, and then upload the separate chapters or sections of the document in the Associated Files field. These files will appear on the web page alongside the complete document.

If you would like assistance with this process, please contact RIT Scholar Work staff: ritscholarworks@rit.edu

### 4.5 SCANNING OLD WORKS

For older works for which you do not have an electronic copy, you can scan them to create PDFs to submit to RIT Scholar Works.

There are two ways to scan a page: using **OCR (Optical Character Recognition)** or scanning the page as an image. Making OCR scans requires careful proofreading and loses the original formatting of the documents. Image scans cannot be searched.

The best solution takes advantage of both of these methods. Many software applications allow for the OCR capture of image scans. When documents are scanned this way, users see the image scan but can search the full-text of the document. This is the preferred method for scanning documents for RIT Scholar Works.

For assistance with scanning your papers, contact RIT Scholar Works staff: ritscholarworks@rit.edu

### 4.6 REVISIGN AND REMOVING WORKS

To revise a submission that has been posted to the RIT Scholar Works, or to notify us of an error, contact RIT Scholar Works staff with the new version: ritscholarworks@rit.edu. **Generally, revisions are not accepted after a work has been submitted.** During the submission process, however, you can save and return to your submission later to add more or to edit. You can only do this prior to submitting the work. To do so:
1. Locate the article on your “My Account” page and click on the title of the submission.

2. Click “Revise Submission” on the list of options in the left sidebar.

You can also choose to withdraw your submission, prior to its acceptance.

3. Enter your changes in the “Revise Submission” form and click “Submit” at the bottom of the page to submit your changes (You only need to modify the portion of the form that corresponds to the changes you wish to make).

### 4.6.1 REMOVING WORKS

As RIT Scholar Works is designed to provide long-term, persistent access to deposited works, the removal of works is discouraged. If you would like to submit a request for removal, email us at rit.scholarworks@rit.edu, though there is no guarantee that it will be removed. RIT Scholar Works staff will provide you with relevant information and consult with the appropriate campus entities to determine if removal is appropriate. If a request is received from someone other than the author to withdraw a work, an embargo will be placed on the access to the work until a final determination is made.

You can, however, withdraw a submission before it has been posted to the repository (see above).
**5 TRACKING YOUR READERSHIP**

First log into Scholar Works.

*IF YOU ARE A GRADUATE STUDENT* make sure to use your full RIT email address (username@RIT.EDU-- make sure the email suffix is ONLY @rit.edu). You should be able to log in, however if you are not, you will be prompted to create an account with your RIT email address. Do so (make sure it is with your RIT email address), and then log in.

**Note:** If you submitted your thesis prior to Fall 2015, please contact us first: ritscholarworks@rit.edu

When logged in, click on the “My Account” link on the navigation bar. The bottom section, called “Dashboard Tools” has a link called “Author Dashboard.”

This will redirect you to the Author Dashboard where you can view a number of statistics about works you have submitted to RIT Scholar Works.
To opt in or out of monthly email hit reports, click on the menu button at the top right of the screen (blue square with three bars) and click on “My Account.”

This will take you back to your RIT Scholar Works account page. In the first section, click on the “Research Alerts” link.

If you have any saved searches, they will be listed here. Scroll to the very bottom where there will be a section for email preferences. Here you can choose whether or not you want to receive it monthly hit reports.
For more information about the Author Dashboard, see: http://digitalcommons.bepress.com/reference/54/

6 COPYRIGHT INFORMATION

Before you submit your works to RIT Scholar Works it is important that you possess the rights or permission to post it to the repository.

Publishers customarily require that the writer give the ownership (copyright) of the paper to the publisher, in return for publication. If you are unsure of what rights a publisher has over your work, you can look them up at SHERPA/RoMEO (http://www.sherpa.ac.uk/romeo/) -- a website that provides a summary of most journal publishers’ archiving and copyright policies. Many publishers also provide information on their policies on their own websites.

A publisher’s default policy may be modified by negotiation in individual publishing agreements or through the use of an author’s addendum. If you wish to pursue this option, we recommend use of the SPARC Author Addendum. Information on how to use this addendum, as well as a link to the PDF, can be found here: http://www.sparc.arl.org/resources/authors/addendum. You must include the addendum prior to accepting the publishing agreement. If you have further questions, contacts us at, ritscholarworks@rit.edu.

If your work includes copyrighted materials owned by a third party, you must have permission to incorporate that material and allow it to be posted in RIT Scholar Works as part of your work.

You can contact RIT Scholar Works staff (ritscholarworks@rit.edu) for assistance with requesting copyright clearances for previously published materials and to obtain information on how to retain rights for future work. For more information on copyright, you can view our FAQ.

6.1 RIT’S RIGHTS

Submissions of works to RIT Scholar Works grants RIT the non-exclusive right to host this material, make it available on the web, and take the necessary steps to preserve your work. Submissions are intended for educational purposes only. The original copyright holder will retain all rights and is free to publish the work elsewhere.

As part of the submission process, authors must agree to the RIT Scholar Works Contributor agreement: http://scholarworks.rit.edu/ir_submission_instructions.html.

6.2 YOUR RIGHTS

All works on RIT Scholar Works are considered Open Access. You (or the copyright holder) retain any rights that you currently hold over the work, provided you are willing to have the work freely available online. You may additionally choose to apply a Creative Commons license during the submission process.

For more information on Creative Commons licenses, see: http://creativecommons.org/licenses/
GLOSSARY

**Articles:** a published article, book chapter, review, or technical report

**bepress:** Berkeley Press—the company providing the Digital Commons software

**Digital Commons Network:** a portal to content stored with bepress’ Digital Commons platform. Items posted to institutional repositories from any institution currently using Digital Commons to support their repository are included in the Digital Commons Network, where they are sorted by discipline.

**Digital Commons:** Repository software platform used to run RIT Scholar Works

**Discipline:** Academic subjects as designated by Digital Commons

**Optical Character Recognition (OCR):** The conversion of an image of text into machine encoded text. Allows PDF documents to be searchable.

**Presentations:** Conference proceedings, presentations, scholarly blogs, podcasts, or websites.

**SelectedWorks:** a companion site to RIT Scholar Works, also run by bepress

**SHERPA/RoMEO:** a website listing the copyright policy of many academic journals: [http://www.sherpa.ac.uk/romeo/](http://www.sherpa.ac.uk/romeo/)

**Work Record:** the informational page about work listing the fields and download link

For any and all other questions, you can check our [FAQ](#) or contact RIT Scholar Works staff at [ritscholarworks@rit.edu](mailto:ritscholarworks@rit.edu).