

# **IE Repository User Handbook**



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# Introduction

The **IE University Repository** is the institutional open-access platform that collects, manages, and preserves the academic, scientific, and administrative output produced by the university community. Its purpose is to ensure that the knowledge generated at IE University remains accessible, visible, and available in the long term, reinforcing the institution's commitment to excellence, innovation, and knowledge dissemination.

The repository's **main objectives** are **digital preservation, academic visibility, compliance with open-access principles**, and the **institutional management of materials** created within the framework of teaching, research, and university activity. By centralizing and disseminating this content, the repository enhances global access to the work developed at IE University and guarantees its preservation for future generations.

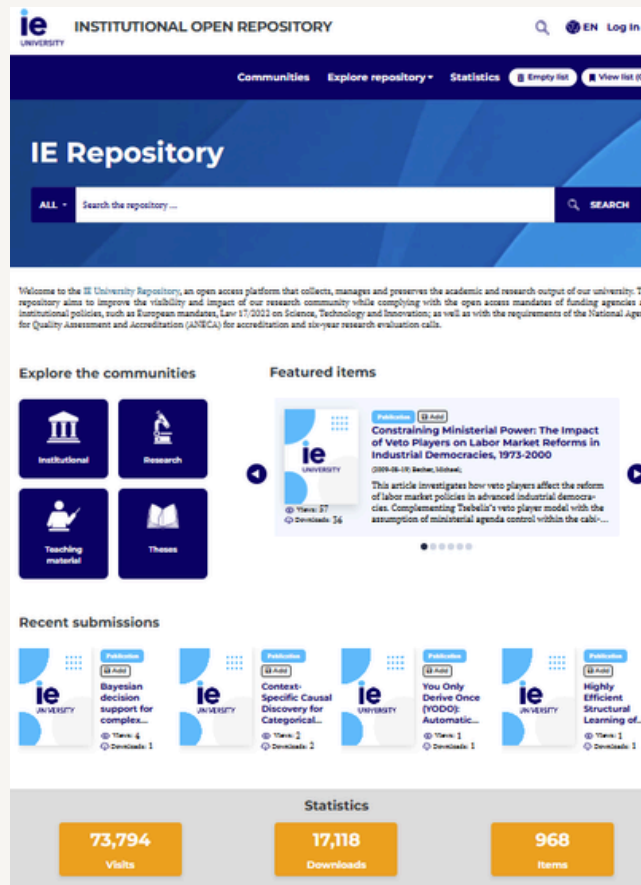
It is intended for students, faculty, researchers, and administrative staff, both as users who consult the resources and as potential contributors who may deposit their work in accordance with institutional policies.

The repository includes **research outputs, teaching materials, institutional documents, and doctoral theses**, as well as other types of content resulting from the academic and organizational activity of IE University.

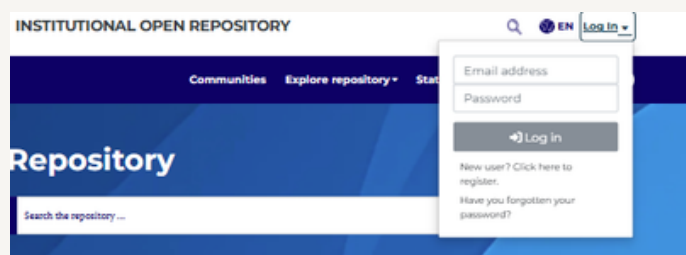
In addition, the repository supports IE University's commitment to Open Access, helping researchers comply with Spanish legislation and with the requirements of funding agencies, while promoting the dissemination, transparency, and reuse of the knowledge generated within the university.

# Homepage

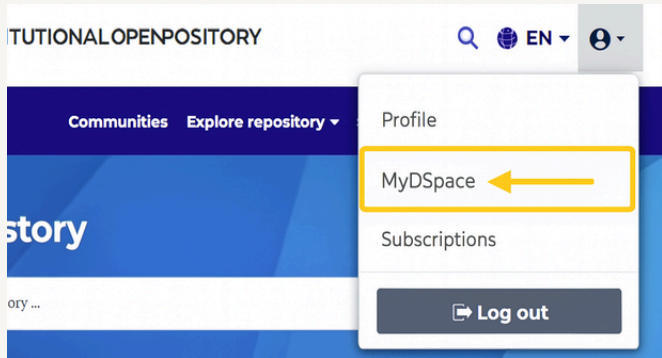
The homepage of the repository presents the **main elements and resources of the platform** in an organised and accessible way. From here, users can access the central search bar, explore the different communities, view featured items, and see the most recent submissions. It also provides a quick overview of the repository's general statistics, ensuring intuitive navigation and direct access to the most relevant content.



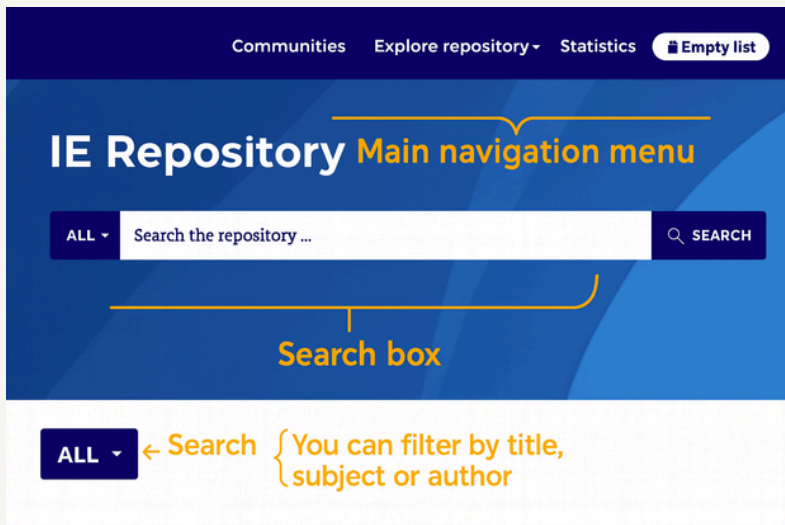
At the top of the homepage, users will find the main header, which provides quick access to essential navigation options. On the right side, users can access additional functions such as the search icon, language selection, and the “Log in” option, which allows members of the IE community to sign in using their institutional credentials (SSO).



Once logged in, users can access their personal menu from the top-right corner of the screen. From this menu, they can view their profile, manage subscriptions, and enter MyDSpace, the section where they can track their submissions, view items under review, and manage their deposited documents.

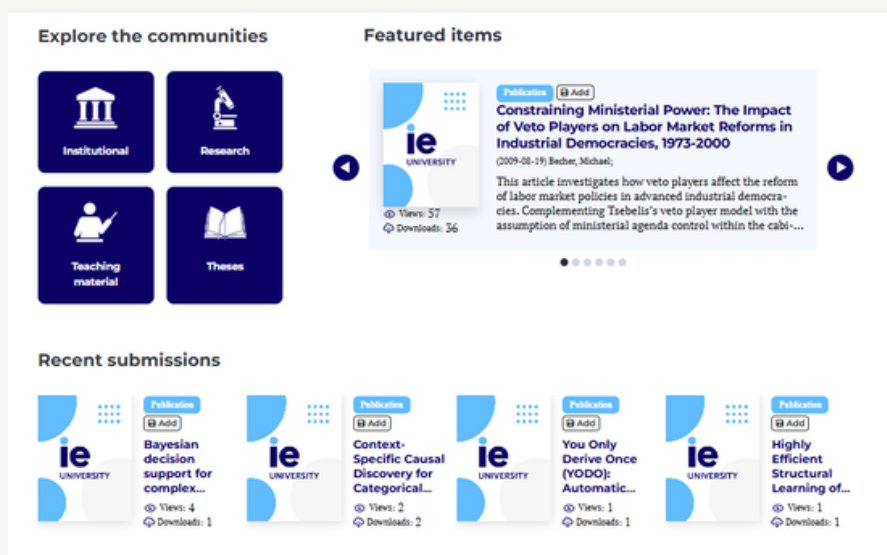


Below the header, the main navigation menu provides direct access to the core sections of the repository. From here, users can browse the different Communities, explore the full content structure through Explore repository, and consult global usage metrics under Statistics. The options Empty list and View list allow users to manage temporary selections of items as they navigate.



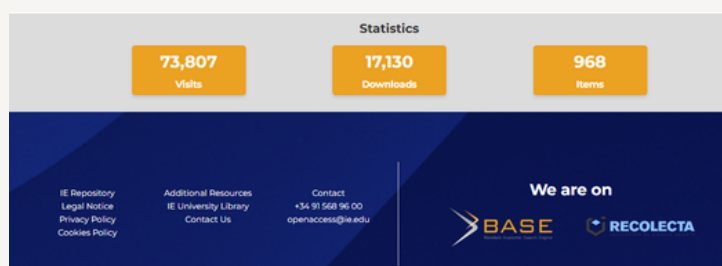
Just below the menu, the homepage features the central search bar, which allows users to search the entire repository or filter their search by specific categories. This tool offers the quickest way to locate documents by keywords, authors, titles, or subjects.

This section of the homepage provides a quick overview of the main content available in the IE University Repository. On the left, the “Explore the communities” area provides a shortcut to the main content groups of the repository—Institutional, Research, Teaching material and Theses. Each tile links directly to the documents within that community, allowing users to quickly access the type of content they are looking for.

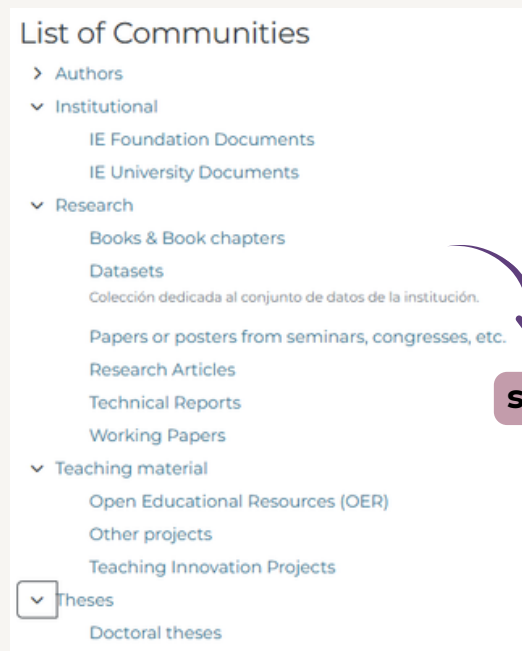


In the central area, the “Featured items” section highlights selected documents from the repository. Below, the “Recent submissions” section displays the latest additions, helping users stay up to date with the most recent academic and research outputs from the IE University community and providing a dynamic view of the repository’s newest content.

The Repository in numbers section gives a quick overview of the platform’s activity, displaying the total visits, downloads and items available. Below, the footer provides access to key links such as the Library website, Legal Notice, Privacy Policy and Cookies Policy, along with contact information including the support email and phone number.

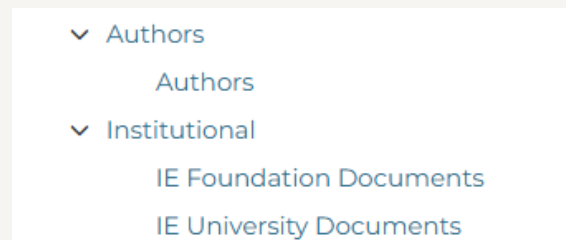


# Communities



The repository is organised into communities and subcommunities, which group documents according to their nature and purpose. This structure helps users locate materials more efficiently and ensures consistent management of the different types of content stored in the platform.

Each community contains specific types of documents, as outlined below:



## Authors

This section groups items by author name, allowing users to browse all works associated with a particular member of the IE University community.

## Institutional

This community contains documents that reflect the institutional activity and identity of IE University.

Subcommunities include:

- IE Foundation Documents: official documents related to the Foundation's mission and activities.
- IE University Documents: institutional reports, strategic plans, policies or other documents produced at the university level.

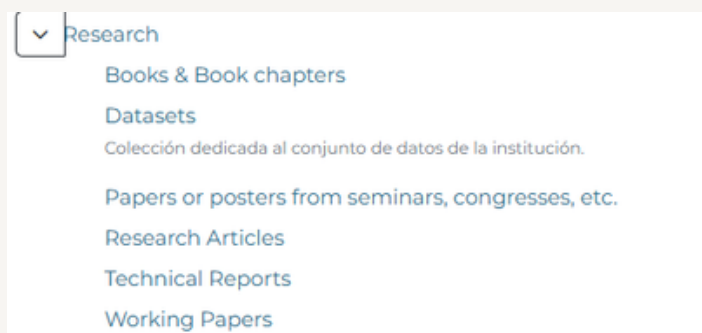
## Research

This community gathers the academic and scientific output produced by researchers at IE University.

It includes a range of publication types, such as:

- Books & Book Chapters
- Datasets
- Papers or posters from seminars, congresses, etc.
- Research Articles
- Technical Reports
- Working Papers

Each subcommunity corresponds to a specific document format or dissemination channel commonly used in academic research.



## Teaching material

This area contains materials created within teaching contexts at IE University, including innovative educational resources.

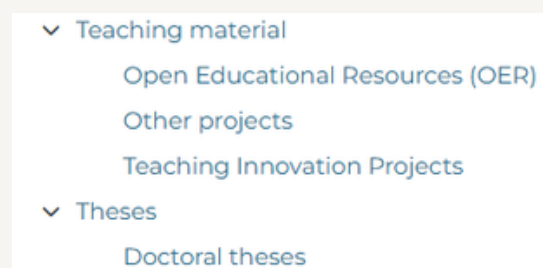
Subcommunities include:

- Open Educational Resources (OER)
- Other projects
- Teaching Innovation Projects

These documents support teaching practice and the development of new learning methodologies.

## Theses

This community hosts Doctoral theses produced at IE University. This category includes all defended PhD dissertations that the university preserves and disseminates through the repository.



# Item view

The screenshot shows a detailed item view page. At the top, it displays the document title, authors (Aloisi, Antonio and De Stefano, Valerio), and their ORCID icons. Below this, the URI and DOI are provided with their respective links. A citation is also shown. On the left, there is a thumbnail of the document cover with the IE University logo, and below it, statistics for views and downloads, and a 'Bibliographic managers' section with icons for BibScribe, CSV, Zotero, EndNote, and Mendeley. The main content area includes an abstract, the date (2021-06-19), publisher (Wiley), institution (IE University), school (IE Law School), and collections (Research Articles). A license section indicates 'metadata access only'. On the right, there are three boxes for 'Metrics' (190), 'Indexers' (Google), and 'Citas' (PLUMX and Scopus). At the bottom right, there is a 'Share' section with icons for email, Facebook, Twitter, and LinkedIn. A 'Full item page' button is located at the bottom left.

When opening an **individual item** in the repository, users can see all the **essential information** related to the document in a clear and structured layout. The item page typically includes the following elements:

1

This screenshot shows the top portion of the item view page, including the title, authors, and their ORCID icons.

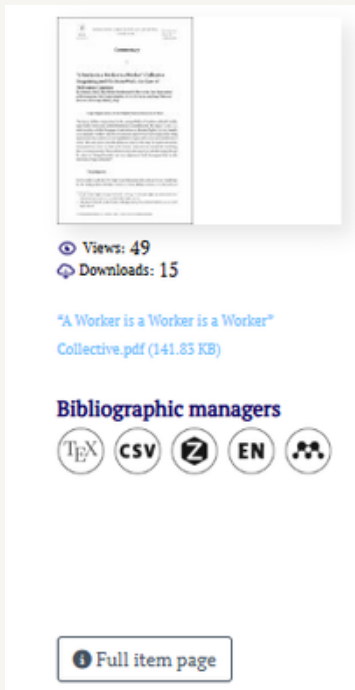
At the top, users will find the **title** of the item, the **type of document** (e.g., Publication), and **the author(s)**, including ORCID identifiers when available.

2

This screenshot shows the middle portion of the item view page, including the URI, DOI, and citation information.

The page displays permanent identifiers such as the **URI/Handle** and, when applicable, the **DOI**, which are presented together with the basic **citation** information of the item. **On the left side** of the item page, users can see a thumbnail preview of the document along with basic usage information, including the total number of views and downloads.

3

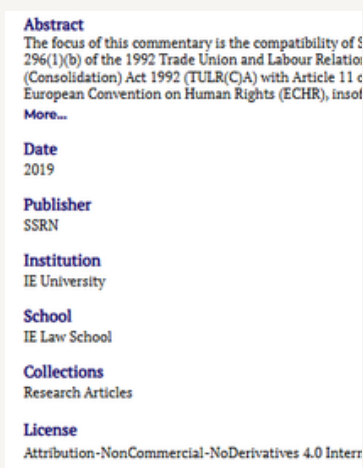


Just below, the **file section** displays the available files associated with the item. Each file is listed with its title and size, allowing users to access or download the content directly.

The **Bibliographic managers** section provides export options in several standard formats (BibTeX, CSV, Zotero, EndNote), enabling users to download the item's metadata for use in citation management tools.

At the bottom, a button labeled "**Full item page**" allows users to open the complete record metadata.

4



The central section of the item page presents the **basic metadata** describing the document. This includes the **abstract**, offering a brief summary of the content, along with key descriptive fields such as the **publication date**, **publisher**, and the **institution** and **school** associated with the work.

The item's **collection** is also indicated, showing where the document is stored within the repository's structure. Additionally, the **license** information specifies the terms under which the material can be accessed and reused.

5



On the right side of the item page, users will find information related to the document's visibility and impact. The **Metrics** section displays **altmetrics**, showing the level of attention the item has received.

Below, the **Indexers** section indicates where the item is indexed or discoverable, such as Google Scholar.

The **Citations** panel shows citation data collected from services including PlumX, Web of Knowledge and Scopus, when available.

At the bottom, the **Share options** allow users to distribute the item via email, social media or by copying a direct link.

At the bottom of the item page, the **Document viewer** allows users to preview the file directly within the repository, when the format and permissions allow it. A dropdown menu is available when multiple files are associated with the item, enabling users to switch between them.

Below the viewer, the **Similar items** section displays other documents related in topic, author or type. This helps users discover additional relevant content within the repository.

6



# Usage Policies

The IE University Repository follows a set of policies that ensure the proper use of deposited materials and compliance with institutional and legal requirements. These policies define who can access the content, what types of documents can be deposited, and under which conditions items may be consulted or reused.

## Access to content

Most items in the repository are available in **open access**, meaning they can be viewed by any user without authentication. In some cases, access may be restricted due to:

- copyright limitations,
- publisher agreements,
- or licenses that allow **metadata-only** visibility.



## Copyright and licensing

Each item includes a **license** that specifies how the material may be used or reused. Licenses vary (e.g., Creative Commons) and determine whether the document can be downloaded, shared or reused.

Authors must ensure they hold the necessary rights to deposit their work, especially when the material has been previously published and is subject to publisher policies.

**THE LICENCES**

FREE CULTURAL WORKS

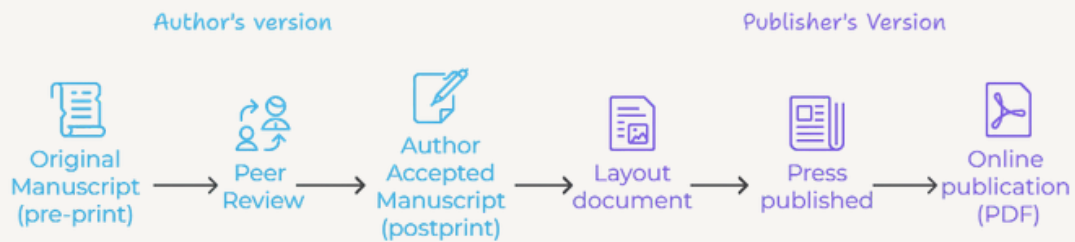
 <b>ATtribution</b> Can someone use my work to make money? <input checked="" type="checkbox"/> Can someone change my work? <input checked="" type="checkbox"/>	 <b>ATtribution-NonCommercial</b> Can someone use my work to make money? <input type="checkbox"/> Can someone change my work? <input checked="" type="checkbox"/>	 <b>ATtribution-NonCommercial-NoDerivs</b> Can someone use my work to make money? <input type="checkbox"/> Can someone change my work? <input type="checkbox"/>
 <b>ATtribution-ShareAlike</b> Can someone use my work to make money? <input checked="" type="checkbox"/> Can someone change my work? <input checked="" type="checkbox"/> <small>(MUST ALSO BE LICENSED BY-SA)</small>	 <b>ATtribution-NoDerivs</b> Can someone use my work to make money? <input checked="" type="checkbox"/> Can someone change my work? <input type="checkbox"/>	 <b>ATtribution-NonCommercial-ShareAlike</b> Can someone use my work to make money? <input type="checkbox"/> Can someone change my work? <input checked="" type="checkbox"/> <small>(MUST ALSO BE LICENSED NC-BY-SA)</small>

This work is licensed under Creative Commons Attribution 3.0 New Zealand

## Allowed versions

The repository only accepts document versions that may be legally disseminated. For scientific publications, this may include:

- **Preprints**
- Postprints (author's **accepted version**)
- **Publisher's version**, when permitted by the journal or publisher's policy.



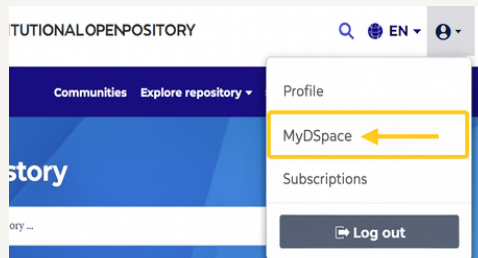
## Responsible use

Users accessing the repository agree to respect:

- the license terms attached to each item,
- copyright regulations,
- and the use conditions established by IE University.

# Your account

While all publicly available content in the repository can be accessed without logging in, signing in with your IE University credentials allows you to upload documents if you have the required permissions, and to access your personal profile and user settings.



## Accessing your account

To sign in:

1. Click the “**Log in**” button in the upper-right corner of the homepage.
2. Authenticate through the IE University **Single Sign-On (SSO)** page.
3. Once logged in, your personal user menu becomes available.

A screenshot of the 'Update Profile' form. It is divided into two sections: 'Identify' and 'Security'. The 'Identify' section contains input fields for 'Email Address', 'First Name \*', 'Last Name \*', 'Contact Telephone', and a 'Language' dropdown menu. The 'Security' section contains a blue informational box stating 'Optionally, you can enter a new password in the box below, and confirm it by typing it again into the second box.' Below this are three input fields: 'Current password \*', 'Password', and 'Retype to confirm'. A 'Save' button is located at the bottom right of the form.

## Your profile

The Profile page contains your personal account information. Here, you can:

- View and update your basic details (name, contact information)
- Select your preferred language
- Change your password if needed

You can also view the groups you belong to. Group memberships define your permission level in the repository. Faculty and staff typically belong to groups that grant submission rights, while students and other users are usually assigned to basic access groups.

## MyDSpace

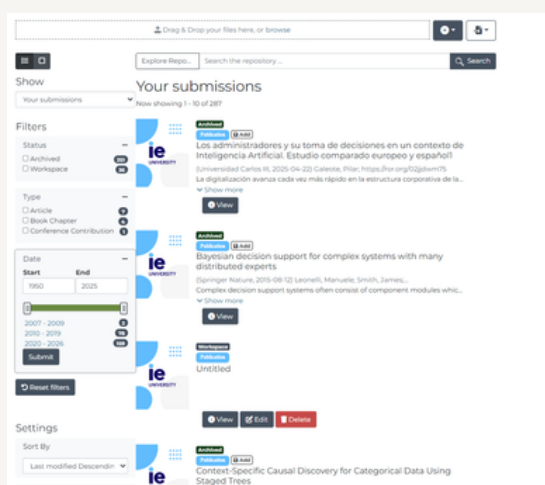
MyDSpace is your personal workspace, where you can view and manage all items associated with your account.

### Your submissions

This section lists the items you have submitted or are working on. From here, you can:

- View items that have already been archived
- Track submissions under review
- Edit or delete drafts
- Expand item details or view the full record

Filtering options (by status, type or date) help you organise and locate items easily.



## Workspace

Items still in progress appear under **Workspace**. These drafts can be edited, completed or prepared for submission. You can return to **them at any time until they are ready to be reviewed**.

### Uploading through drag-and-drop

From the **MyDSpace** page, users with submission permissions can also start a new deposit by simply **dragging and dropping a file** into the upload area at the top of the screen. This action automatically opens the submission form and begins the deposit process, offering a quick and convenient way to upload new documents.

### Who can upload documents

Only **faculty** and **staff** are permitted to upload documents to the repository.. Students and general users can view and navigate the repository but cannot upload documents, unless special permissions are granted.

# Upload a document

Before uploading a document to the IE University Repository, users with submission permissions must ensure that the material meets the repository's requirements and is placed in the correct community. This section explains what to consider beforehand and outlines the steps of the submission process.

## Before the upload

### Identify the correct community

Each document must be uploaded to the appropriate **community and subcommunity** (Institutional, Research, Teaching material, Theses). The choice depends on:

- the type of content,
- its purpose,
- and the unit or activity that generated it.

This ensures the material is properly classified and easy to find.

### Check that the document can be uploaded

Only certain types of materials may be deposited in the repository. Documents must:

- be created by IE faculty or staff,
- be related to research, teaching or institutional activity,
- have long-term value,
- and be legally allowed for dissemination.

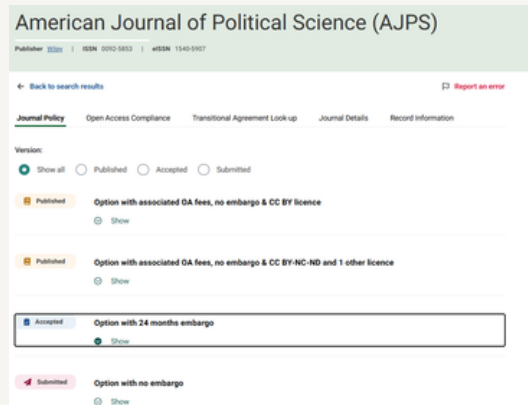
### Uploadable versions

The version of a document that can be deposited in the repository depends on the type of material and, for research publications, on the publisher's open access policy.

Before uploading, the IE University Library verifies:

- **Whether the document can be deposited** in the repository
- **Which version** of the document is permitted for deposit
- **Whether an embargo applies**, and the duration of the embargo
- **Which licence** must be applied according to publisher or copyright conditions

This verification is carried out using the **Open Policy Finder** tool, which provides guidance based on the publisher's open access policies.



For other types of materials:

- **Reports** must always be submitted in their **final and complete version**.
- **Doctoral theses** require the **formal authorisation** established by IE University before they can be deposited.
- **Teaching materials and institutional documents** must also be submitted in a **final and complete version** suitable for long-term preservation.

## Upload process

Before starting a submission, two conditions must be met:

### 1. Log in with your IE University credentials

Only authenticated users can access the submission area. Use the “Log in” button on the top-right corner of the homepage and sign in through the IE University SSO system.

### 2. Request submission permissions

Uploading documents is restricted to authorised users.

If you need to deposit content in the repository, you must contact the IE University Library, who will review your request and grant submission permissions when appropriate. Without these permissions, the submission options will not appear in your account.

### Alternative submission option

If you do not have submission permissions, you may also submit your material via email.

Documents can be sent to **openaccess@ie.edu**, and a librarian will deposit the item on your behalf. In this case, you must ensure that the file includes:

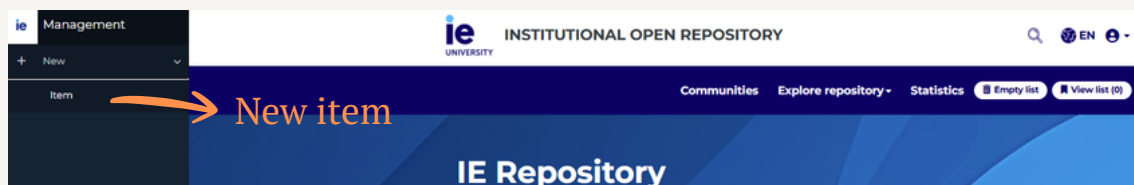
- The **correct uploadable version**, according to publisher or copyright policies
- **Essential metadata**, such as title, authors, date and abstract
- **The appropriate licence**, or any restrictions that apply
- Any embargo information, if relevant

The library team will validate the material, complete the record and upload it following the repository's policies.

## Starting a submission

Once you have logged in with your IE University credentials, a **side navigation bar** will appear on the left side of the screen. This sidebar provides access to your personal workspace and submission tools.

From here, you can expand the menu to access options such as **MyDSpace**, **Your submissions**, and the **submission area**. This is the starting point for uploading new documents to the repository.

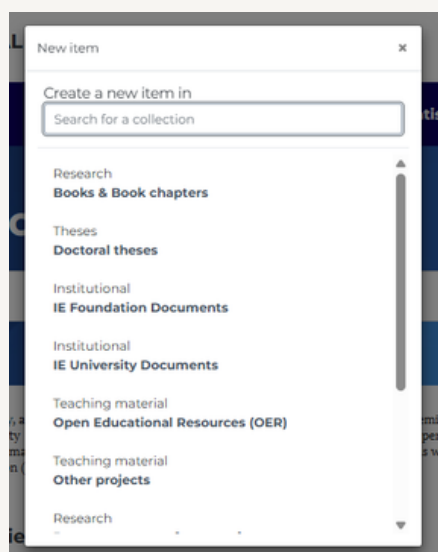


## Select the correct community

After clicking **+ New > Item**, a window will appear prompting you to choose the **community or collection** where your item will be deposited.

You must select the option that corresponds to the **type of document** you are uploading (for example: Research Articles, Books & Book Chapters, Institutional Documents, Teaching Materials, Doctoral Theses).

Choosing the correct community ensures that the item is properly classified and remains easy to find within the repository's structure.



## Upload your file

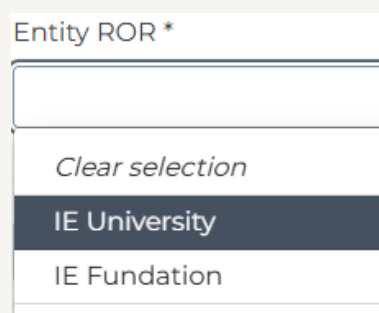
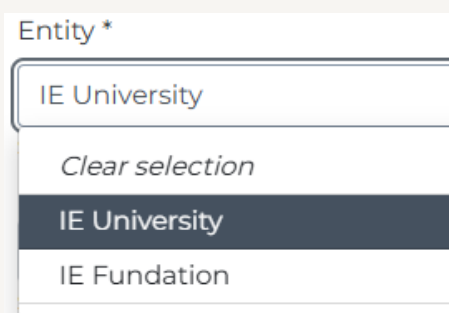
Once the target community has been selected, the upload window appears. Here you can **attach your file** by dragging and dropping it into the designated area, or by using the **“browse”** link to select it from your computer.

If you selected the wrong community or collection, you can still adjust it at this stage by modifying the **Collection** field before continuing with the submission.



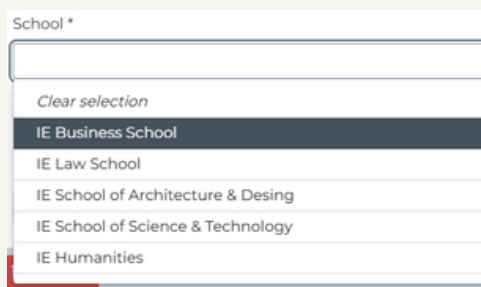
After uploading your file, you will be asked to select the **Document Type** that best describes your submission (e.g., Article, Book, Book Chapter, Conference Contribution, Doctoral Thesis). Choosing the correct type ensures proper classification and accurate metadata.

If your document does **not** fit any of the predefined categories, you can select **“Other”** to indicate that it belongs to a different type of material.

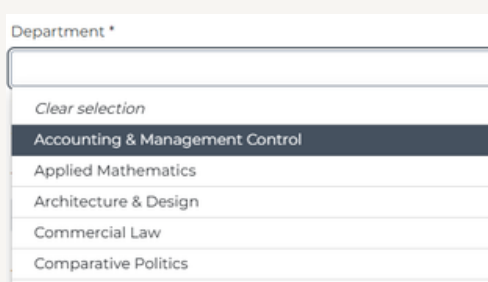


### Entity and affiliation information

In the next step, you will be asked to select the **Entity and Entity (ROR)** associated with the document. This field identifies the institution responsible for or linked to the work. In the case of IE University, you can choose between **IE University** or **IE Foundation**, depending on the origin of the document.



You will then be asked to specify the **School** and the **Department** to which the item belongs. These fields ensure proper attribution and accurate classification within IE University’s academic structure. Selecting the correct School and Department also improves the discoverability of the item and ensures that it appears correctly in institutional reports and metrics.



## Title and alternative title

In this section, you must enter the **title** of your document. The title should follow standard academic formatting: it should not end with a period, and subtitles should be introduced with a colon. If the item has a title in another language, you can add it under Alternative title. Use the “Add more” option if you need to include multiple language versions. Providing multilingual titles improves discoverability for international audiences.

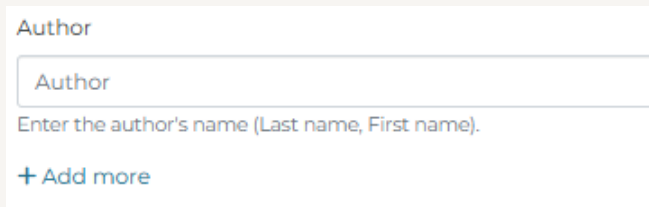


The screenshot shows a form with two input fields. The first field is labeled 'Title' and contains the text 'Title'. Below it is a small instruction: 'Enter the title. It should not end with a period, but it can end with a question mark. If it has a subtitle, it must be preceded by a colon {}. Example 'Automated Metrical Analysis of Spanish Poetry: Two Complementary Approaches''. The second field is labeled 'Alternative title' and contains the text 'Alternative title'. Below it is a small instruction: 'Type the title in another language. Click 'Add More' for each title in another language you want to add.'

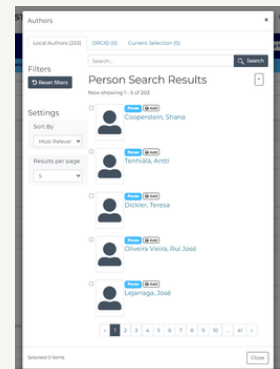
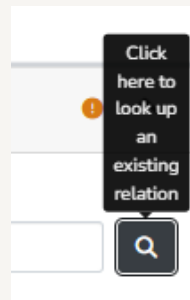
## Author

In this field, enter the **author's name** following the format Last name, First name.

If the document has multiple authors, you can add them by clicking “**Add more**”.



The screenshot shows a form with an input field labeled 'Author' containing the text 'Author'. Below the field is the instruction: 'Enter the author's name (Last name, First name)'. At the bottom left of the form is a blue '+ Add more' button.

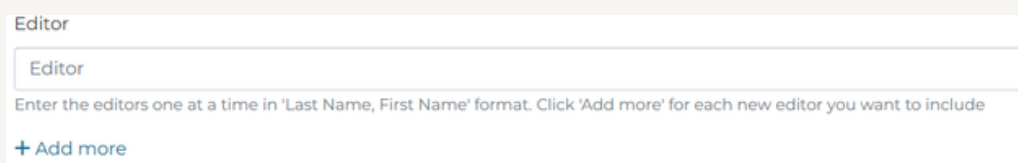


If the author already has a **profile in the repository**, you can use the **search icon (magnifying glass)** to locate them in the internal author database. A window will open where you can search for the author's name, select the correct profile and then close the window. Linking the author through this search ensures that the item is automatically associated with their profile and appears correctly in their list of publications.

## Editor

If your document includes one or more editors, you can add them in this field following the format **Last name, First name**.

If there is more than one editor, use “**Add more**” to include each name separately.

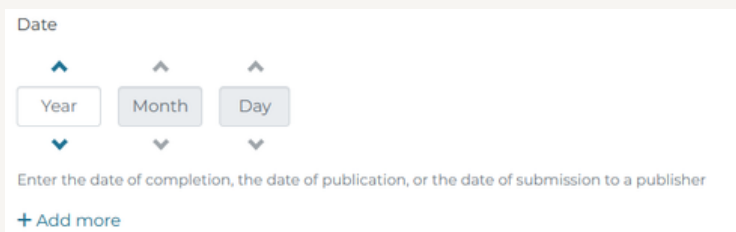


The screenshot shows a form with an input field labeled 'Editor' containing the text 'Editor'. Below the field is the instruction: 'Enter the editors one at a time in 'Last Name, First Name' format. Click 'Add more' for each new editor you want to include'. At the bottom left of the form is a blue '+ Add more' button.

## Date

Use this field to enter the most relevant date associated with your document. This may be the **date of completion**, the **date of publication**, or the **date of submission to a publisher**, depending on the type of item.

If additional dates are needed (for example, acceptance date or embargo date), you can include them by clicking “**Add more**”.



Date

Year Month Day

Enter the date of completion, the date of publication, or the date of submission to a publisher

+ Add more

## Book title / Journal title

Depending on the type of document you are submitting, you may need to provide either the **Book Title** (for book chapters or contributions to edited volumes) or the **Journal Title** (for articles published in academic journals, magazines or newspapers).

Only fill in the field that applies to your document type.



Book Title

Book Title

Include the title of the book in which your article is being compiled

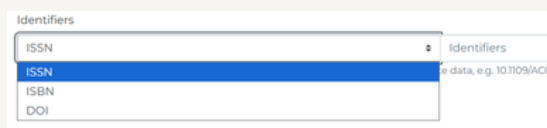
Journal title

Journal title

Type the title of the newspaper, publication, or magazine. For example, 'IEEE Access'.

## Identifiers

This is a **repeatable field**, which means you can add more than one identifier if needed. Depending on the type of publication, you may enter an **ISSN** (for journals), an **ISBN** (for books or book chapters), or a **DOI** (for digital publications). Adding the appropriate identifiers improves discoverability and ensures accurate citation of the item.



Identifiers

ISSN

ISBN

DOI

Identifiers

data, e.g. 10.1109/ACCE

## Official URL and Publisher

Use the **Official URL** field to include a link to the official webpage where the document is published or referenced.

In the **Publisher field**, enter the name of the organisation responsible for publishing the work.



Official URL

Official URL

Enter the URL of the official site

Publisher

Publisher

Enter Publisher

## Volume, number and pages

These fields are used to provide the **citation details** of your document, especially for journal articles, book chapters, and other serial publications.

- **Volume:** Enter the volume number of the journal or series in which your document appears.
- **Number:** Enter the issue or number of the journal or series.
- **Initial page / Final page:** Indicate the start and end pages of your document, using numbers only.
- **Page total:** Add the total number of pages of your document.

Volume
<input type="text"/>
Enter the volume number of the journal or series in which your document appears
Number
<input type="text"/>
Enter the number of the journal or series in which your document is listed.
Initial page
<input type="text"/>
Enter the start page using numbers only. For example, 21, 43
Final page
<input type="text"/>
Enter the end page using numbers only. For example, 21, 43
Page total
<input type="text"/>
Enter total number of document pages

## Recommended citation

Use this field to provide the **recommended citation format** for your document, following the style required by the publisher, journal or academic discipline. Including a citation ensures that the item can be referenced correctly by other users.

Recommended citation
<input type="text"/>
Enter the citation following the desired style

## Language

Select the **primary language** of your document from the list.

Language
<input type="text"/>
Select the primary language. Click 'Add More' to add another language
<a href="#">+ Add more</a>

## Format

Use this field to specify the **primary format of the file** you are uploading (for example: PDF, Word, Excel, etc.).

Format
<input type="text"/>
Select the primary format of the file

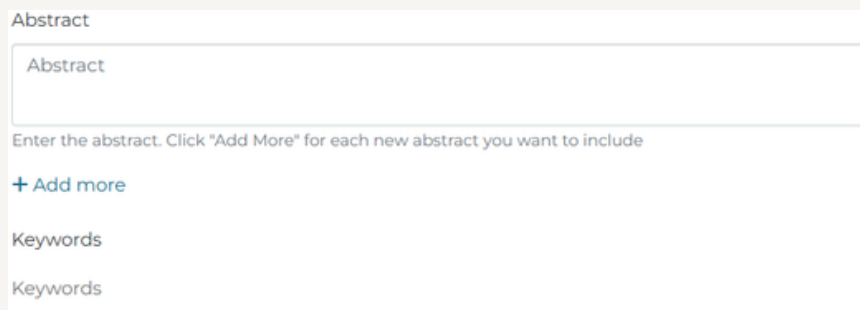
## Abstract

Use this field to provide the **abstract** or summary of your document.

If your document includes abstracts in multiple languages, you can add them by clicking “**Add more**”.

## Keywords

Enter each keyword separately.



The screenshot shows a form with two main sections. The top section is titled "Abstract" and contains a text input field with the placeholder text "Abstract". Below the input field is a small instruction: "Enter the abstract. Click 'Add More' for each new abstract you want to include". Underneath this instruction is a blue link with a plus sign: "+ Add more". The bottom section is titled "Keywords" and contains a text input field with the placeholder text "Keywords".

## Version type

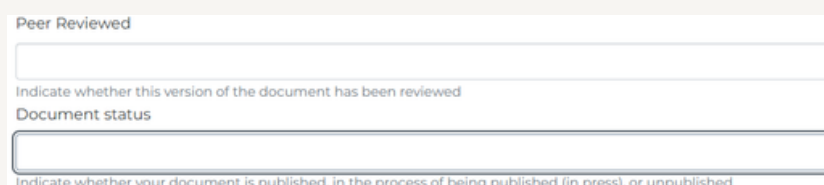
Select the **version of the document** you are depositing. You can choose between manuscript (the original version before peer review), accepted (the author’s accepted manuscript), published printed (the final version as it appears in print), or published online (the final version available online).



The screenshot shows a dropdown menu titled "Version type". The menu is open, showing five options: "manuscript" (which is highlighted in dark blue), "accepted", "published printed", and "published online". There is also a "Clear selection" option at the top of the menu.

## Peer reviewed and document status

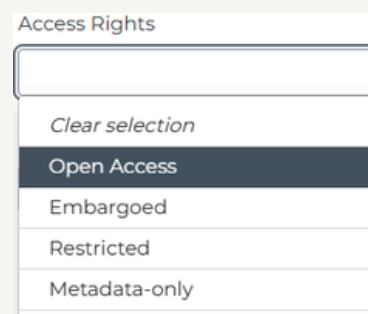
Use the Peer Reviewed field to indicate whether the version you are depositing has gone through a peer-review process. In the Document status field, specify whether the work is published, in press, or unpublished.



The screenshot shows two input fields. The top field is titled "Peer Reviewed" and has a text input field with a small instruction below it: "Indicate whether this version of the document has been reviewed". The bottom field is titled "Document status" and has a text input field with a small instruction below it: "Indicate whether your document is published, in the process of being published (in press), or unpublished".

## Access Rights

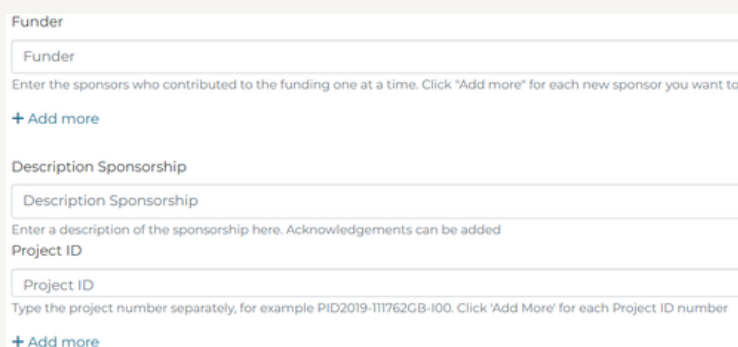
In this field, select the level of access that applies to your document. **Open Access** if the file can be freely downloaded, **Embargoed** if it must remain closed until a specific date, **Restricted** if access is limited to certain users, or **Metadata-only** if the file itself cannot be shared and only the descriptive record will be visible.



The screenshot shows a dropdown menu titled "Access Rights". The menu is open, showing five options: "Open Access" (which is highlighted in dark blue), "Embargoed", "Restricted", and "Metadata-only". There is also a "Clear selection" option at the top of the menu.

## Funder, Sponsorship description and Project ID

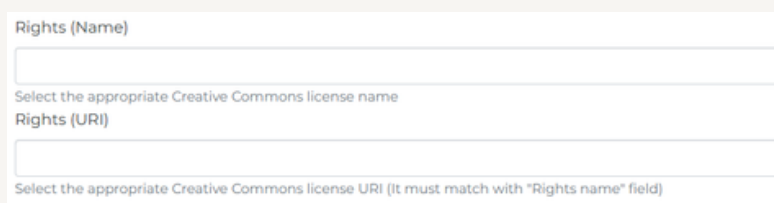
Use the **Funder** field to list any organisations or agencies that supported the work financially. If there are multiple sponsors, you can add them using “**Add more**”. In the **Sponsorship description** field, you may include additional details about the funding or acknowledgements related to the support received. The **Project ID** field allows you to enter the official project reference number, such as national or European grant codes. This field is repeatable, so you can add more than one project identifier when applicable.



The screenshot shows a form with three main sections. The first section is titled 'Funder' and contains a text input field with the placeholder 'Funder'. Below it is a note: 'Enter the sponsors who contributed to the funding one at a time. Click "Add more" for each new sponsor you want to add.' and a '+ Add more' button. The second section is titled 'Description Sponsorship' and contains a text input field with the placeholder 'Description Sponsorship'. Below it is a note: 'Enter a description of the sponsorship here. Acknowledgements can be added.' The third section is titled 'Project ID' and contains a text input field with the placeholder 'Project ID'. Below it is a note: 'Type the project number separately, for example PID2019-111762GB-I00. Click "Add More" for each Project ID number.' and a '+ Add more' button.

## Rights (Name) and Rights (URI)

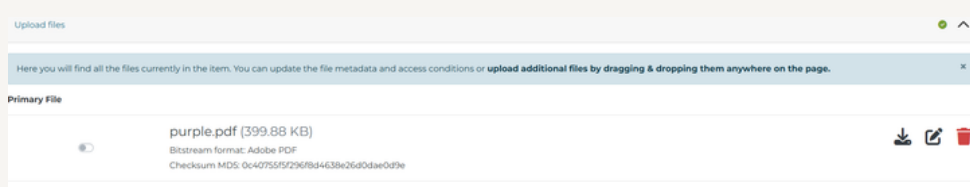
These fields specify the licence under which your document will be made available. In **Rights (Name)**, enter the name of the selected licence (for example, Creative Commons Attribution 4.0 International). In **Rights (URI)**, provide the official URL corresponding to that licence. Both fields must match. Selecting the correct licence ensures that users understand how the document may be accessed, reused or shared.



The screenshot shows two form fields. The first is titled 'Rights (Name)' and has a text input field. Below it is a note: 'Select the appropriate Creative Commons license name'. The second is titled 'Rights (URI)' and has a text input field. Below it is a note: 'Select the appropriate Creative Commons license URI (It must match with "Rights name" field)'.

## Upload files

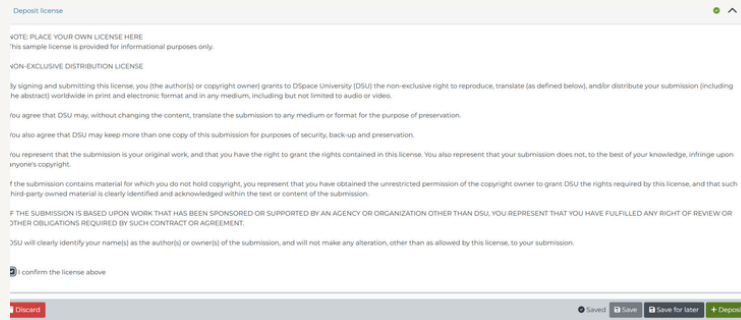
In this section, you can review the file that has been added to your submission. The document can be uploaded from the top of the page or at any point during the form by dragging and dropping it anywhere on the screen. This area allows you to confirm that the correct file has been uploaded. You can also download, edit or delete the file using the icons displayed next to it.



The screenshot shows the 'Upload files' section of a form. At the top, there is a blue banner with the text: 'Here you will find all the files currently in the item. You can update the file metadata and access conditions or upload additional files by dragging & dropping them anywhere on the page.' Below this, there is a section titled 'Primary File' which contains a table with one row. The row contains a file icon, the filename 'purple.pdf (399.88 KB)', the file format 'Bitstream format: Adobe PDF', and the MD5 checksum 'Checksum MD5: 0c4075f5f296f8d4638e26d0dae0d9e'. To the right of the file information are three icons: a download icon, an edit icon, and a delete icon.

## Deposit license

Before completing the submission, you must read and agree to the deposit license. This license outlines the rights you grant to the repository, including permission to store, preserve and disseminate your document.



The screenshot shows a web form titled "Deposit license". It contains several sections of text, including a note about the license being for informational purposes only, a "NON-EXCLUSIVE DISTRIBUTION LICENSE" section with detailed terms, and a confirmation checkbox at the bottom. At the bottom right of the form, there are three buttons: "Discard", "Save", and "Deposit".

To proceed, review the text carefully and tick the confirmation box. Once you have done this, you can choose to Deposit your item, Save for later, or Discard the submission.

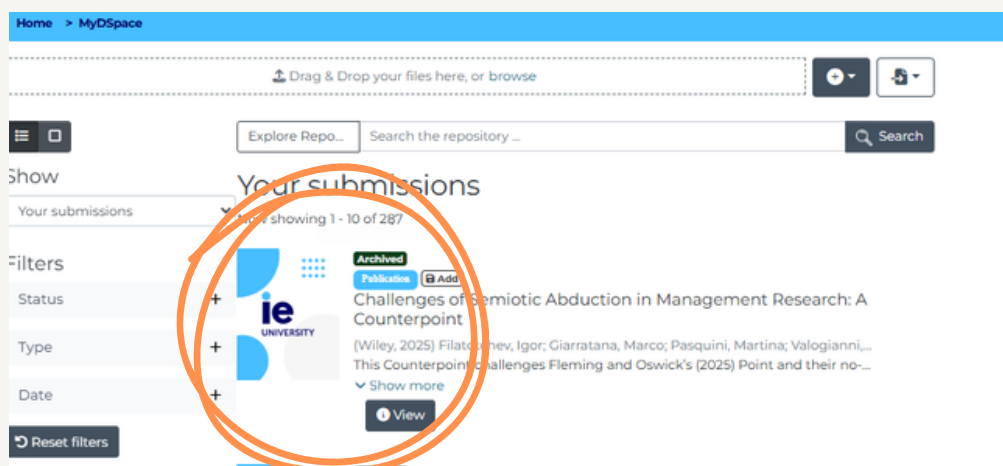
## After submitting

Once you click **Deposit**, the item will immediately appear in your **DSpace profile** under your submissions. At this stage, the document is **pending review** and is only visible to repository administrators.

The library team will review the submission to ensure that all **metadata are complete and accurate**, that the **file corresponds to the correct and allowable version**, and that the **licence and access rights** comply with institutional and publisher policies.

If any correction or clarification is needed, the team will contact you to request the necessary changes before the item can be approved.

When the submission is fully validated and published, you will receive an **email notification** confirming that the document is now publicly available and can be viewed in the repository.



## How to request a withdrawal or correction after publication

Once an item has been published, users cannot edit or remove it directly. If a correction, update or withdrawal is needed, the request must be made **exclusively by contacting the IE University Library at [openaccess@ie.edu](mailto:openaccess@ie.edu)**.

You may contact the library if:

- The published record contains incorrect or incomplete metadata
- The wrong file was uploaded or a new version needs to be added
- A document must be withdrawn due to copyright, confidentiality or other issues

The library team will review the request, apply the necessary corrections or proceed with the withdrawal following institutional policies, and confirm the changes once completed.

## CONTACT



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+34 683 70 12 86