International School for Advanced Studies

FAQs on SISSA Institutional Repository (IRIS)

Research products and data

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Please note that the guide is constantly updated. Make sure to consult it on a regular basis.

You can help us improve the service by sending proposals and suggestions to the following address:

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1. What can I do if my products are funded by European projects (H2020, FP7, FP9) whose calls for proposals mandate open access publishing?

In the Horizon 2020 funding programme, the European Commission introduced the obligation to archive the publisher's version (PDF) or the author's peer-reviewed version, not yet formatted by the publisher (post-print), in an institutional or disciplinary repository (arXiv, PubMed, BioRxiv) **within 6 months of publication.**

Please note that failure to fulfil any of the obligations set forth in the Grant Agreement, including open access dissemination of the research outputs, can result in a reduction of the initial funding.

Please note that starting with the next H2020 framework programme, the European Commission will no longer reimburse APCs on hybrid journals (traditional journals), thereby favouring publications on fully open access journals.

(DOAJ stands for Directory of Open Access Journals)

Pre-prints constitute Open Access publications (see the OpenAIRE blog)

2. Which research product versions can be archived in the Institutional Repository?

- **The publisher's version:** if the article has been published under Creative Commons license such as **CC-BY (Attribution)** or **CC BY-SA (Attribution-ShareAlike)**

  Compare a **list of publishers** that accept archiving of the publisher's version

  Refer to the funders' Open Access conditions on **SHERPA/JULIET**

- The **post-print** version, i.e. the accepted peer-reviewed manuscript without any layout done by the publisher (example of post-print)

  Please note that most journals generally allow this version to be made open access 12 months after publication, which is in conflict with the Open Access requirements of the European Commission. Therefore, you should:

  - **choose a publisher that allows open access publishing 6 months after publication.** Refer to the policies on self-archiving of foreign publishers on **SHERPA/RoMEO**;

  - or attach an **addendum** to the publication agreement to reuse your work within 6 months of publication.
    Should the publisher not be willing to reduce the embargo period, the project coordinator shall inform the project officer and send all relevant documentation to: RTD-OPEN-ACCESS@ec.europa.eu

3. Elsevier imposes rather long embargo periods (i.e. delayed access): how can I meet H2020 requirements?

Elsevier applies specific embargo periods to its journals: Journal-Specific Embargo Periods

Therefore, it is possible to meet the H2020 Open Access requirements as follows:

IMMEDIATE ACCESS: by archiving the **pre-print** (unreferenced version) in arXiv or RePEc, which are disciplinary repositories. The pre-print will later be updated with the "Accepted Manuscript", also known as post-print (author's peer-reviewed version, without publisher's layout).

Please note that the "Accepted Manuscript" shall include:

- link to the publication with the DOI code
- a CC-BY-NC-ND license – see how to do this

You can read Elsevier's Open Access policy by clicking on the following link

4. Is open access required also for products financed by ministerial funds (PRIN, SIR, etc.)?

Article 4 of the Italian law on Open Access - **Law no.112 of 7 October 2013** - claims that publicly-funded products shall be made open access as follows:

a) through publication by the publisher, at the time of the first publication;
b) through archiving in institutional repositories within 18 months of publication for scientific, technical and medical papers, and within 24 months for papers in the field of humanities and social sciences.

MIUR Directorial Decree no.197 of 23 January 2014
SIR (Scientific Independence of Young Researchers) call for proposals

Article 9. Open access
1. Each PI **shall ensure open access** (free on-line access for all users) to any peer-reviewed scientific publication concerning the results achieved throughout the project. In particular, the PI shall:

a) As soon as possible, and at the latest at the time of publication of the research outputs, archive a machine-processable electronic copy of either the published version or the final (peer-reviewed) version accepted for publication in a repository for scientific publications. The PI shall also undertake to archive any data needed to validate the results presented in the scientific publications deposited;

b) **Ensure open access to the archived publication and any related data** - through the repository - at the latest at the time of publication, if the publisher offers a free electronic version, or within six months of publication (twelve months for publications in the field of humanities and social sciences);

c) Ensure open access - through the repository - to bibliographic metadata identifying the deposited publication.

5. Research data: when and how is open access mandatory?

The European Commission, in its capacity as funder of H2020, provided directives (as from 2012) that mandate open access not only to scientific publications but also to research data **(specifically for 9 fields of application)**, as well as the possibility for projects in other disciplinary areas to participate on a voluntary basis.

The data that led to those publications **shall be open**, **both technically**, that is in non-proprietary format, **and legally**, meaning that it has to be associated with usage rights.

The document **"Guidelines on FAIR Data Management in Horizon2020"** contains the latest guidelines

What is research data?

The term "Open Research Data" refers to the data underpinning scientific research results that has no restrictions on its access, enabling anyone to access it through the Internet.

Why should it be openly accessible?

Aside from the social (progress and cooperation), economic and administrative (transparency) benefits, **there are requirements set by the European Commission whereby grants are contingent upon open access, as specified in Article 29.3 of the Grant Agreement**.

Should all data be openly accessible?

Not all data can be open.

Naturally, the European Commission gives beneficiaries the possibility to **opt-out at any stage of the project** (both before and after the signing of the Grant Agreement), provided that the following conditions are met:

- The project does not generate nor gather data
- The data needs to be protected for possible economic exploitation
- Incompatibility with data protection for security reasons
- Incompatibility with the requirements on the protection of sensitive data
- Making data openly accessible might jeopardise the project's main objective

● Other legitimate reasons that have to be described and justified

It is also possible to make only one data subset open.

What characteristics should data have?

According to the EC, data shall comply with the FAIR principle and be:

- **Findable**: data can be searched using unique identifiers and descriptive metadata
- **Accessible**: data shall be archived in such a way as to be easily reusable
- **Interoperable**: data has to be shared through standard protocols (OAI-PMH)
- **Reusable**: data has to be presented in a non-proprietary format and, from a legal viewpoint, it has to be released with a usage license such as the **CC0 (Public Domain) or CC-BY** Creative Commons licenses

What procedure should I follow?

1) **Drafting a DMP (Data Management Plan)**

A Data Management Plan describes the data management and conservation activities according to the specifics of the research discipline **within 6 months of the project's approval.** The researcher shall also explain how the FAIR principles are implemented:

A Data Management Plan should:

include an administrative section concerning the research project, stating: name of the project, project manager, funder and affiliation;

state the names of **data creator** and **data manager**;

describe the data (what data will be collected and in which format) and state the purpose of data collection;

specify how data will be made findable. This means also providing descriptive metadata;

specify which data is made openly accessible, stating the methods and software tools used to do so (if applicable, the software source code), and which data is kept closed and why (ethical, legal, or contractual reasons);

explain how the data will be licensed to permit text and data mining. There is always the possibility to set an embargo period, which means delaying open access. This applies to patents or subsequent publications based on said data;

specify the repository for data archiving and long-term preservation (if applicable, specify the costs incurred).

The DMP should be updated over the course of the project.

A tool for DMP creation (DMPonline), provided by the Digital Curation Centre, is available at the following link (http://www.dcc.ac.uk/resources/data-management-plans).

2) **Archiving data in an appropriate repository**

- A disciplinary repository already in use within the reference community: the **Registry of Research Data Repositories** (https://www.re3data.org/) of the Karlsruher Institute of Technology is an Open Science tool helping researchers find the appropriate repository for their data, where it is possible to choose CC0 and CC-BY licenses
- **Zenodo** (https://zenodo.org/): a multidisciplinary repository hosted at CERN, Geneva (Zenodo also assigns a DOI to the dataset)

3) **You should also include the link to the repository where you have archived your data (URL, DOI, handle)** in Iris SISSA Digital Library, in the dedicated **"Research data"** field, so as to link the publication to the data from which it was generated.

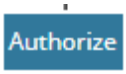
   This field is only mandatory for products financed with public funds.

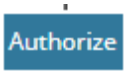
6. What is the ORCID code?

The Open Researcher and Contributor ID (ORCID), whose adoption has been promoted at national level by ANVUR through the I.R.ID.E. (Italian Research IDentifier for Evaluation) project, is a unique identifier that associates each researcher to their scientific publications.

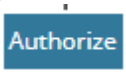
To synchronise the LoginMIUR profile with the IRIS profile of SISSA Digital Library, it is necessary to create (if the author does not have an identifier) or associate (if the author already has an identifier) an ORCID ID. This operation shall only be performed once.

Once you log in to IRIS, you will see a registration window related to the ORCID ID. To start the procedure, click on **"Create or Associate your ORCID Id"**. Now you can:

- ✓ create a new identifier (for users without ORCID) using the **"Create new ORCID"** button. In this case, you have to fill in a form entering the requested information, set a password and click on the 

button
- ✓ associate an existing identifier using the **"Associate your ORCID"** button
  You will just have to enter your ORCID credentials and click on the 

button

In the next steps you will be asked the authorisations to associate your ORCID ID with the local (IRIS) and national (LoginMIUR) systems. To complete the synchronisation procedure, just leave the check mark in the permits box, then click the 

button

At the end, the system will direct you to IRIS which will give a feedback on the process and return a message with the generated ID.

To find out more, click here

7. How are products organised in my Products Desktop?

When you log in, you will be directed to the main page, which is named "Products Desktop"

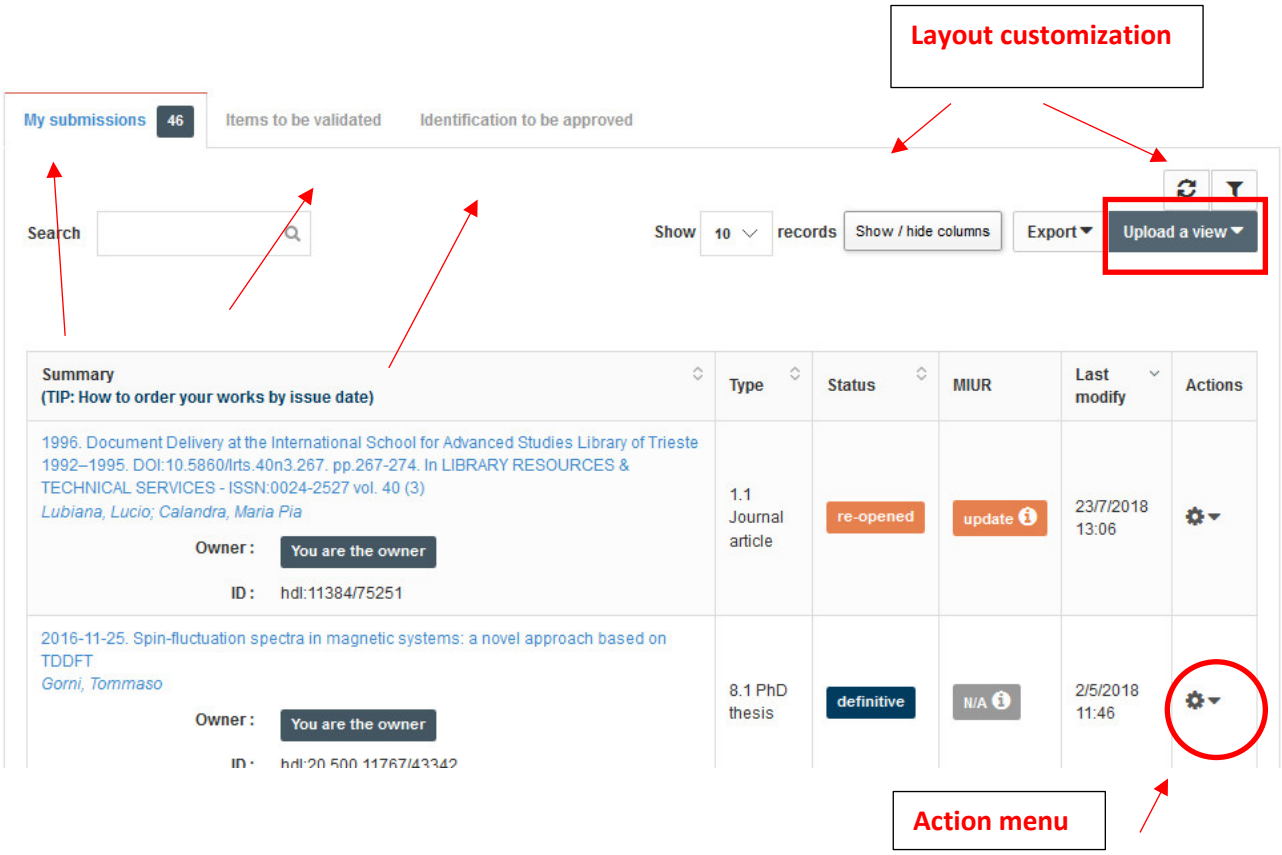


Fig. 1

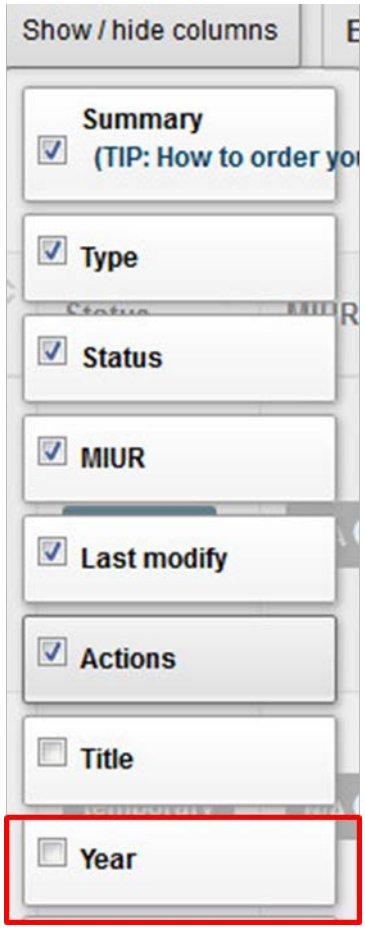
The tabs displayed in your personal view are the following:

- **My submissions**: shows all the research products whose data you are responsible for or of which you are an **identified author**
- **Items to be validated**: shows all the research products identified by the system which could belong to you and on which you can perform a **self-identification procedure**
- **Identification to be approved**: shows the products whose data you are responsible for and on which the co-authors have performed a self-identification procedure, which you have to **validate or reject**

To confirm the data, click on the **Validate identification** button.

View customisation

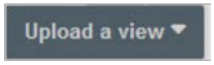
Show / hide columns



You can add further data to display in your Desktop (e.g. “Year”)

You can also order it chronologically with the arrows at the top

Fig. 2

You can save these changes (both column ordering and product filters) using the 

button. From the drop-down menu, click on "**Save view"** and in the window that will be displayed, name your view. You can also make this your default view.

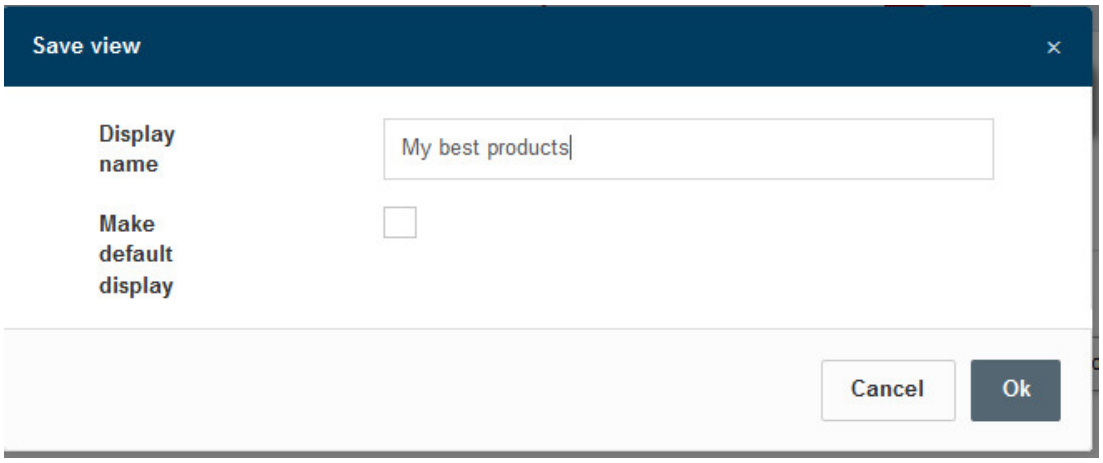


Fig. 3

To upload previously saved views or go back to the basic view, select the corresponding option from the drop-down list.

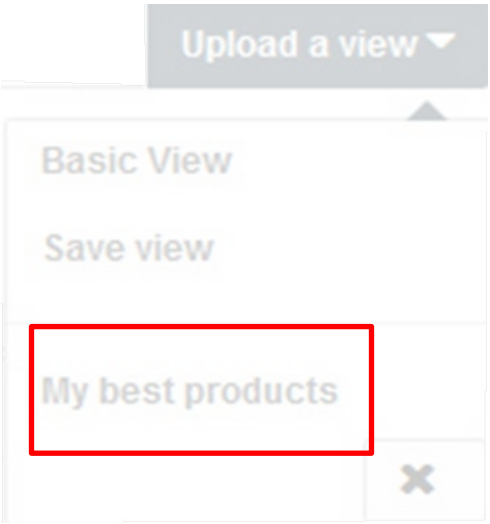


Fig. 4

Status of submission to the ministerial website

Summary (TIP: How to order your works by issue date)	Type	Status	MIUR	Last modify	Actions

Fig. 5

The MIUR column shows the status of the publication submission to the ministerial website. The status can be one of the following:

- success The product has been regularly sent to the ministerial web pages of all its identified authors
- update The publication has not yet been sent
- error The publication has been rejected by the LoginMIUR website; clicking on this button, you will see the cause of the error
- N/A The publication is in DRAFT status. Only DEFINITIVE products can be transferred to the LoginMIUR website
- unable to sync N/A The synchronisation with the LoginMIUR website is not active for a given publication

Possible actions

The button under the Actions column allows you to perform some actions on a specific publication:

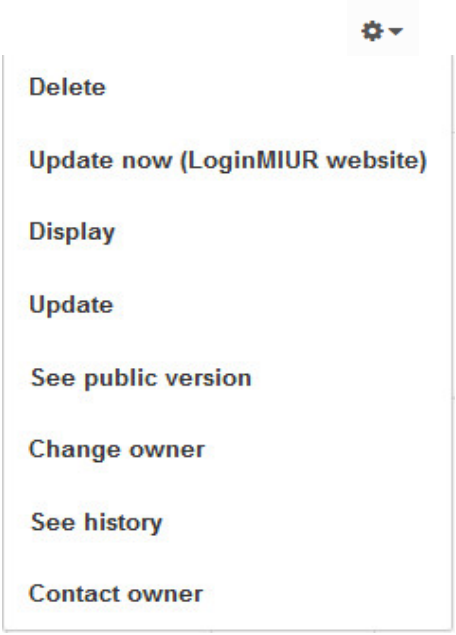


Fig. 6

8. How can I manage my “Profile”?

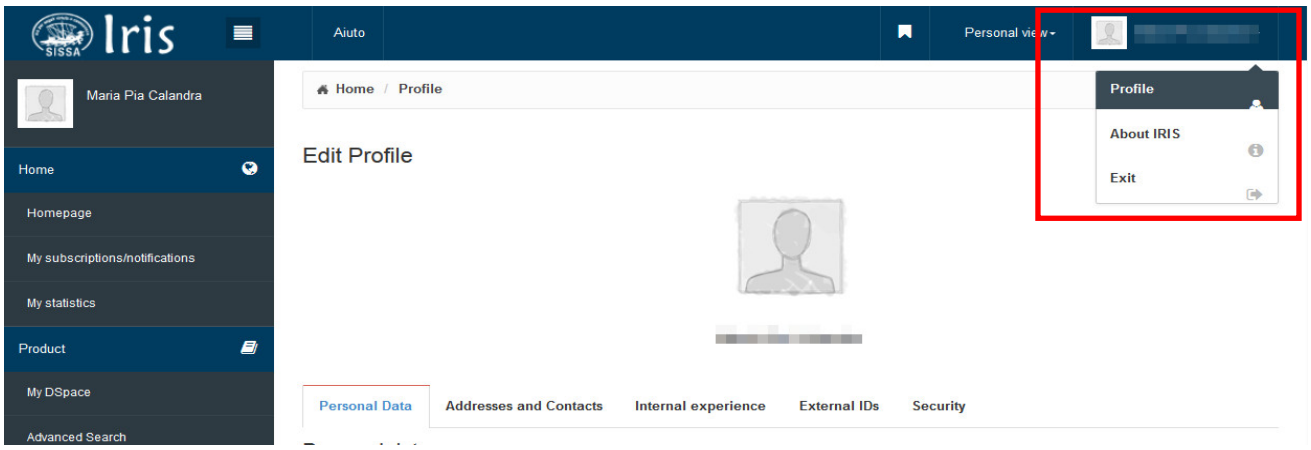


Fig. 7

Alternative names

If, for their publications, a professor also uses a name other than that saved in their personal data, it is necessary to create alternative names.

Go to “**Personal Data**” > “**Alternative names**”, then click on **+ (Add entry)** to create alternative names.

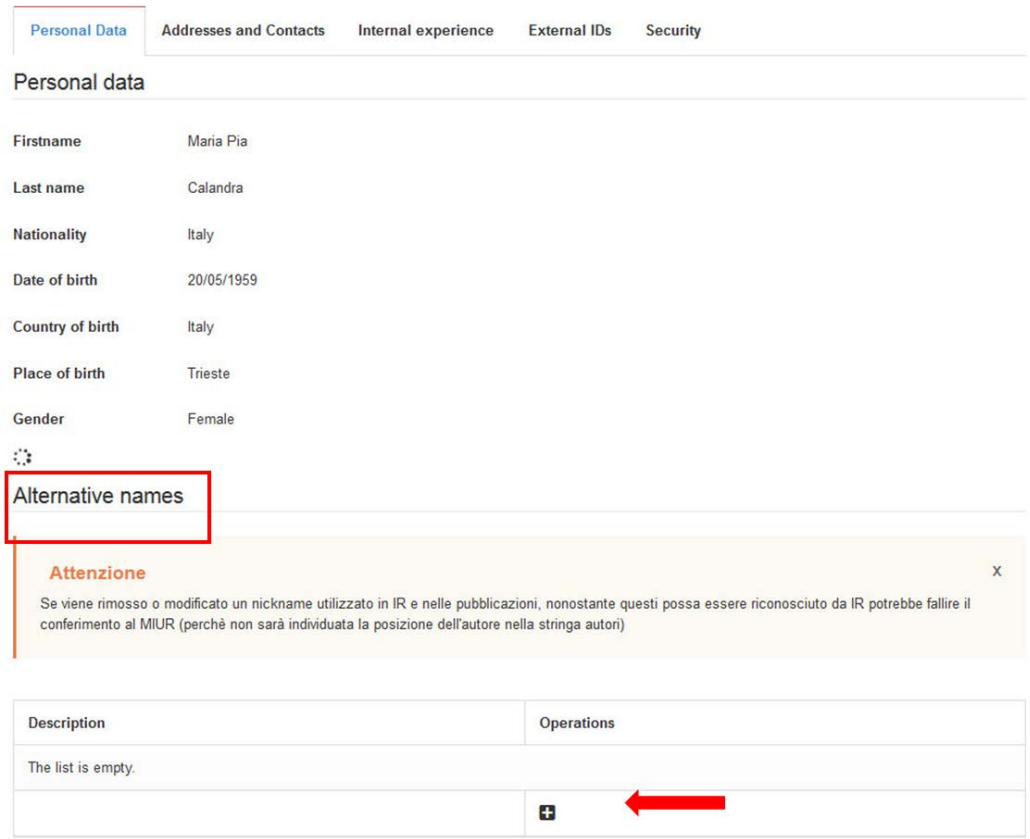


Fig. 8

The MAIN alternative name is the one preferred for citations or for other uses within the system.

The alternative name has to be entered in the description field, in the following format: Last name, First name

Fig. 9

External IDs tab

Enter you Scopus or ORCID IDs in the "External IDs" tab, then click "SAVE".

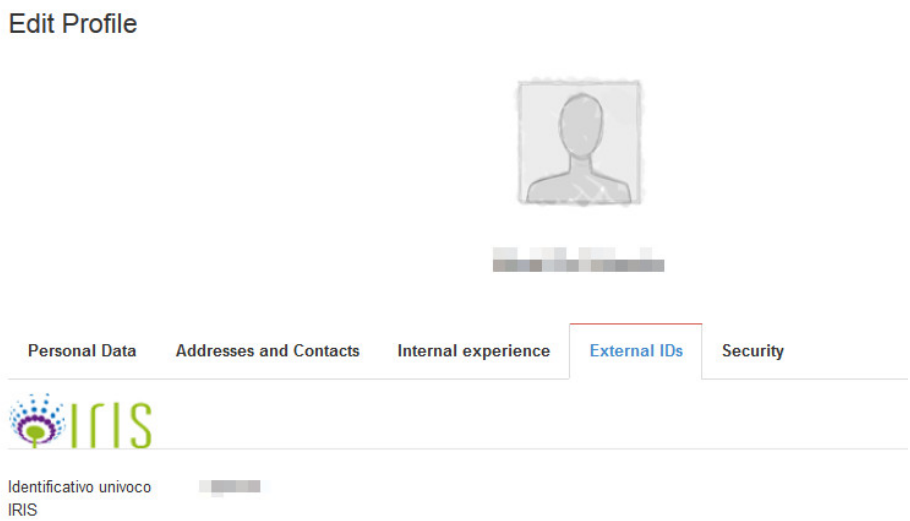


Fig. 10

9. How can I submit a product by direct import using an ID (Scopus code, DOI code, PubMed code, ISBN, etc.)?

We recommend you import your product using the **Search by identifier** function as this reduces the margin of error when editing the metadata and facilitates data migration to LoginMIUR.

Step 1: Log in to SISSA Digital Library with your SISSA credentials

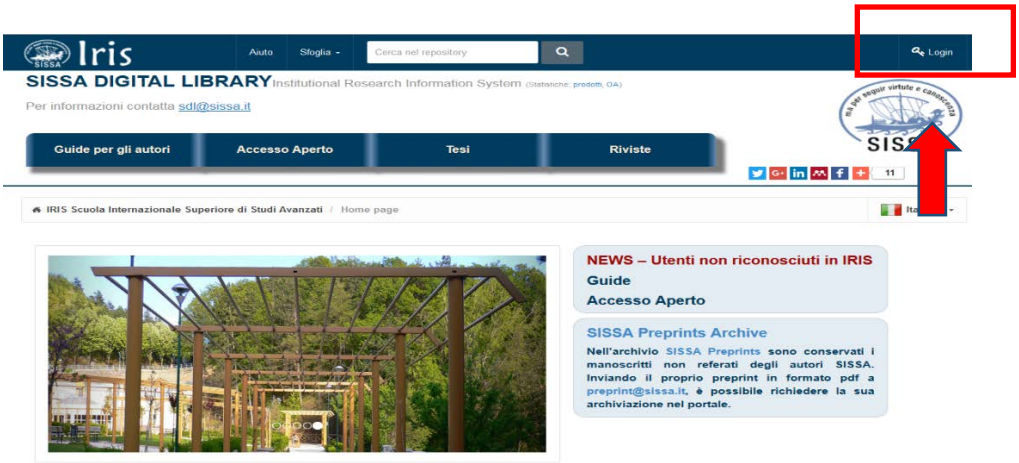


Fig. 11

Step 2: Access the repository in 1**. "Personal view"**, then **2**. Open the **menu** (identified by a grid in the top bar)

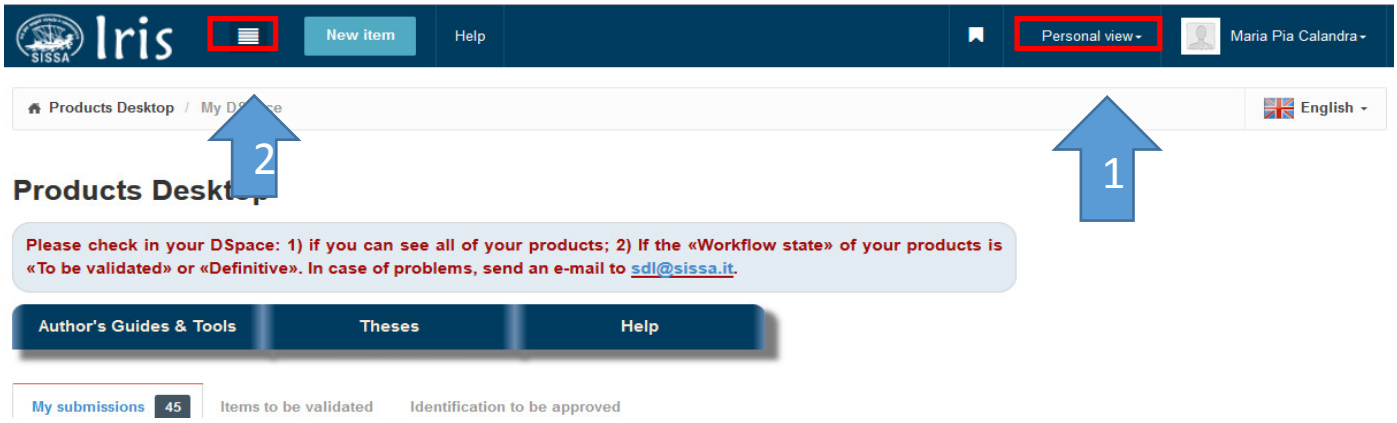


Fig. 12

Step 3: A side bar is displayed where you can select **1. Products** > **MyDSpace**, then **2.** Click on **New Item**

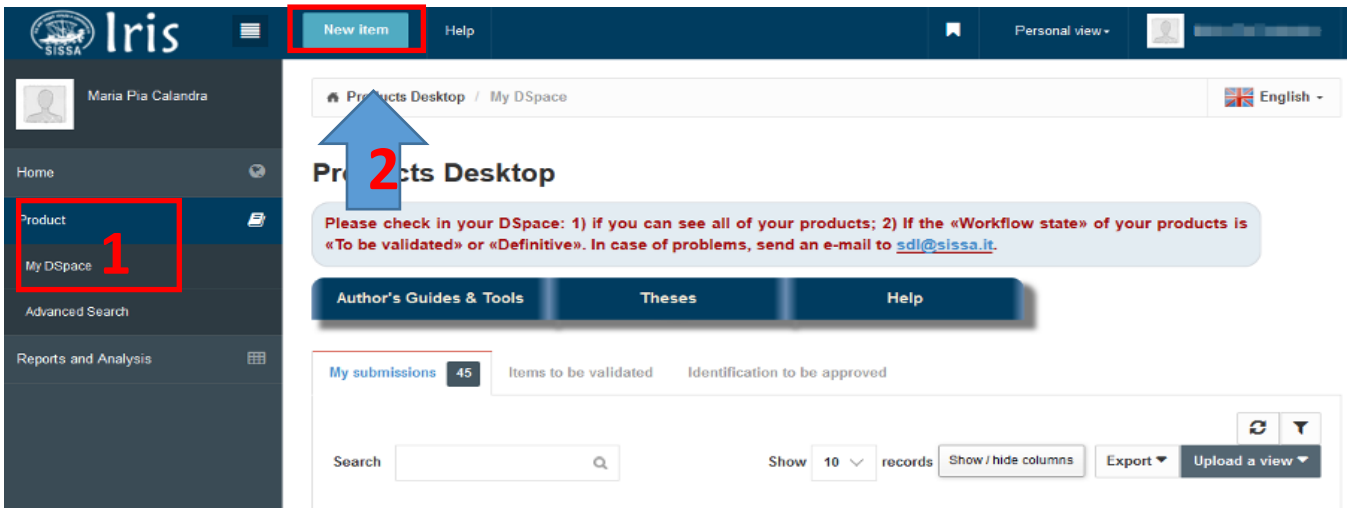


Fig. 13

1. Search by "identifier": **2. Enter your DOI, Scopus, or Pubmed code…**, then **3.** "**Search**"

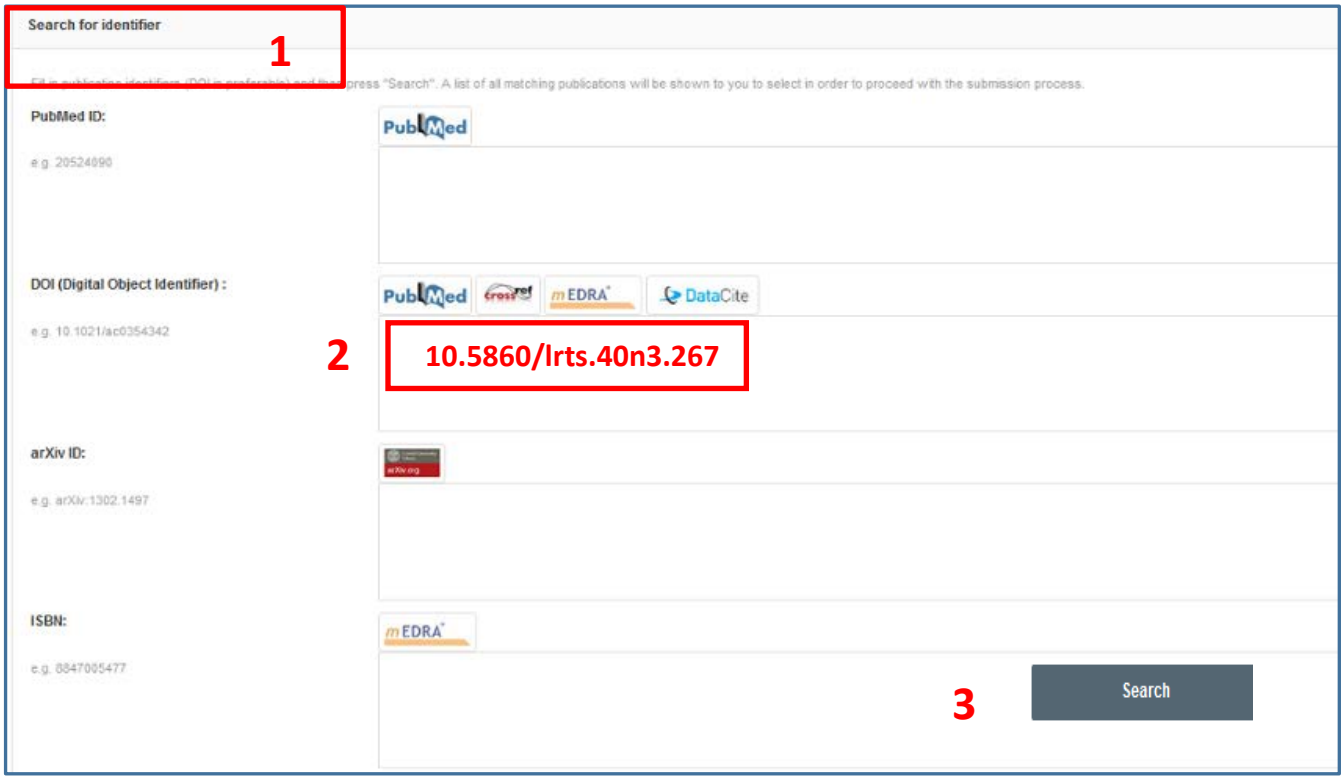


Fig. 14

Once you have found your publication, you have to import the metadata and select the publication type:

Fig. 15

Fill in the various forms: **Describe, Upload (file upload), Verify, License, Complete**

1 – Describe:

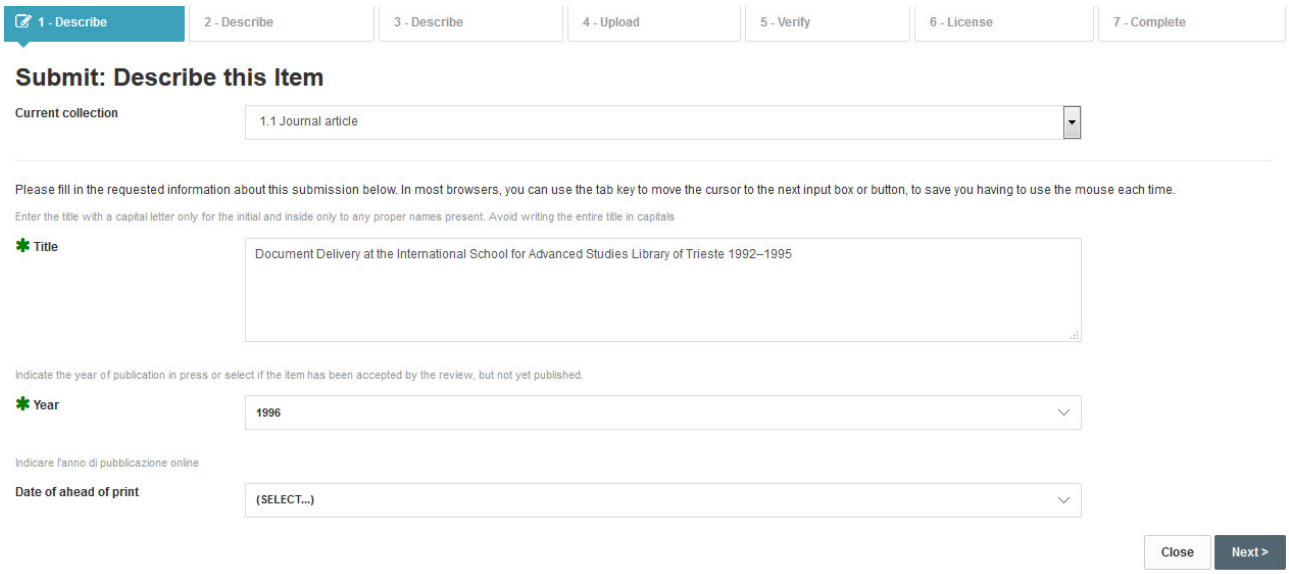


Fig. 16

2 – Describe:

Using the **Submission by Identifier** feature, many bibliographic data will automatically populate the record.

We recommend you verify or enter (if not yet present), the following bibliographic data:

Title	Title of the product	Required
Year of publication		Required
Year of publication online		Recommended
Language		Recommended
Journal, Series	In IRIS, journals are hosted at ANCE, the ministerial database managed by CINECA If you use the **Enter manually** feature, click HERE	Required
Web of Science code	Useful for assessment. Where do I find it?	Required
Volume number, issue, pages		Recommended
DOI code		Required
PubMed ID		Recommended
Scopus code	Useful for assessment. Where do I find it?	Required
URL	Repeatable field. You can add links to external repositories where a version of the products is archived (e.g. ArXiv, PubMed)	Recommended
Research data	Repeatable field. You can add a link to the repository where the research data is archived	Required for H2020
Referee		Recommended
Abstract		Recommended
Keywords		Recommended
Other information		Optional
Relevance	National/International. See criteria	Recommended
Funding program Project identifier	To be filled if your project is funded by a FP7 – H2020 programme	Required

Fig. 17

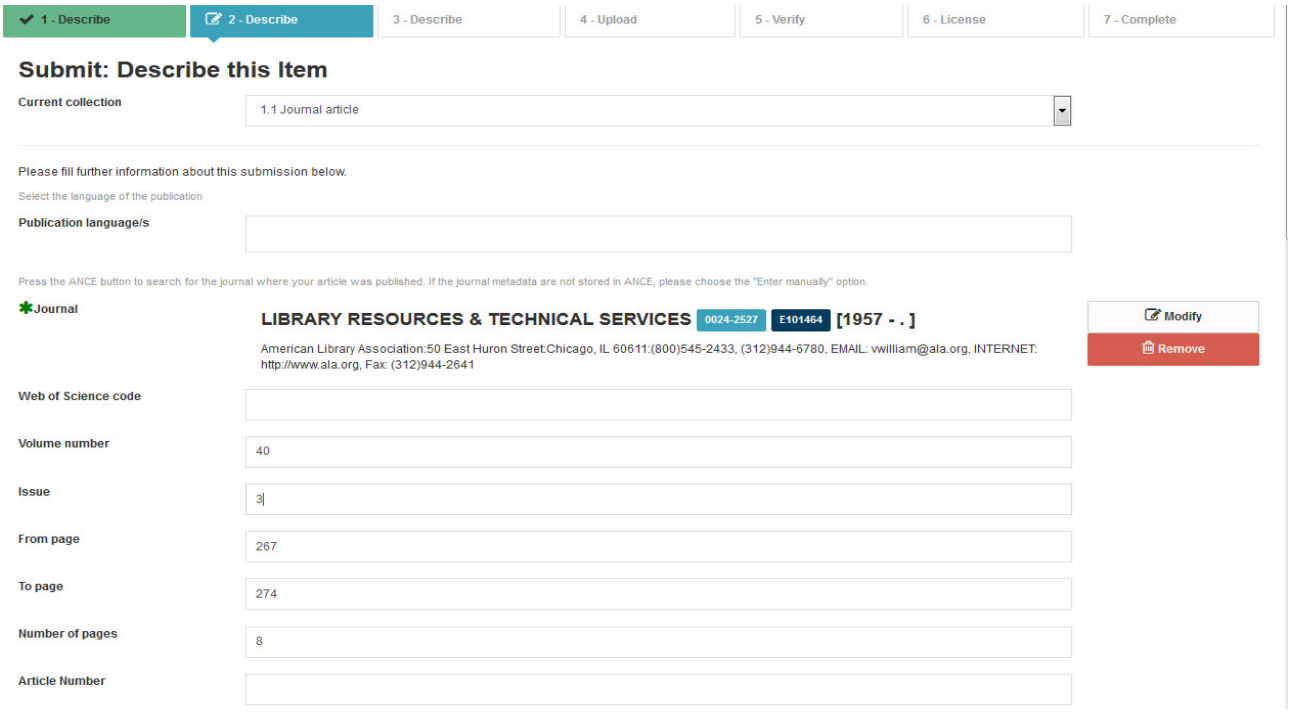


Fig. 18

You can also import your product by using the **Import from bibliographic files** option and uploading the file (previously exported from the reference database) in one of the following formats: arXiv (xml), BibTex, Csv, Cini (xml), Crossref (xml), Endnote, Isi, Pubmed (xml), Ris, Tsv.

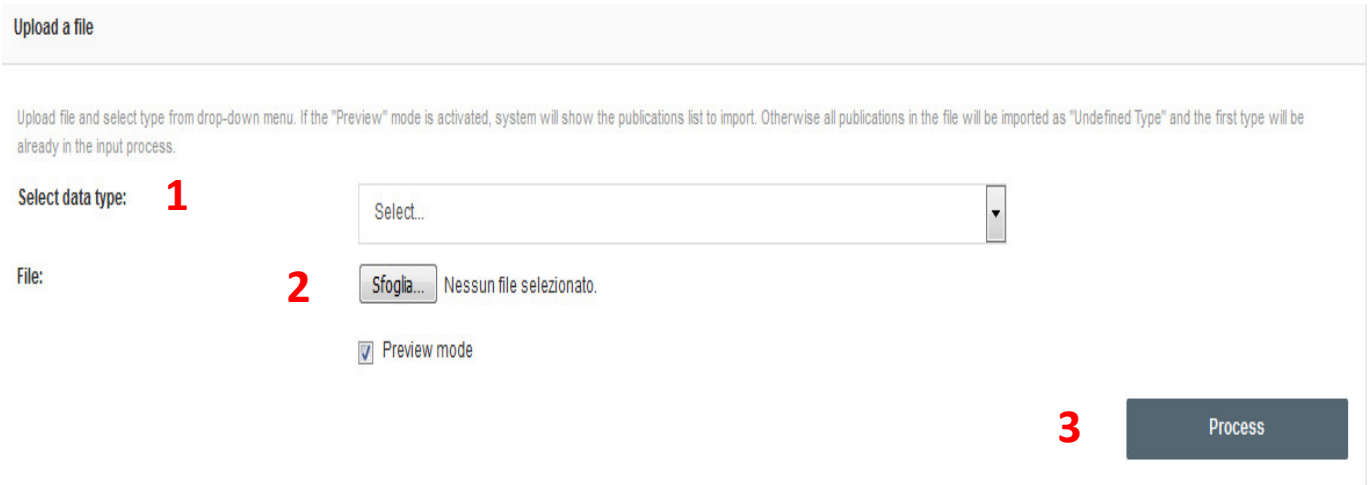


Fig. 19

10. What is ANCE?

ANCE is a ministerial database managed by Cineca where national journals and series are indexed. In IRIS, to enter the details of the journal in which an article is published, or those of the series a monograph is part of, the user has to click on the **ANCE** button and search for the relevant journal or series.
The search can be performed by title, ISSN or ANCE code.

If the title of the journal is not present, the author can request it be included in the ANCE catalogue with the option **"Enter manually".** In this case, the self-archiving of the new product will stay in "draft" mode until Cineca recognises the journal and sends the corresponding code.

Fig. 20 BACK

11. Where do I find the IDs of my scientific product in the Scopus and Web of Science databases?

Scopus

To find the identification code of your publication in Scopus, log in to http://www.scopus.com/home.url and search for your article.

Once you have found your contribution, pay attention to the URL:

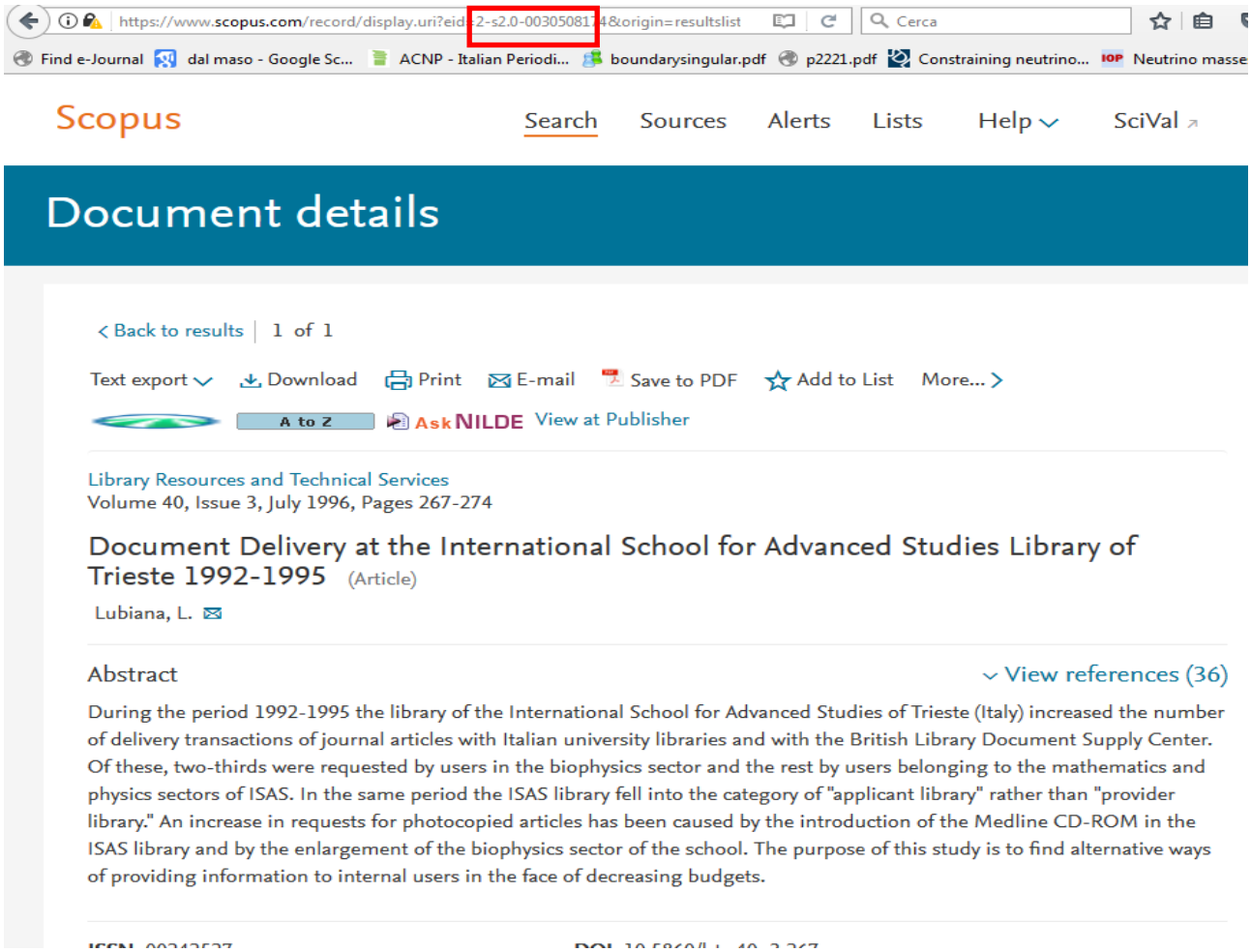


Fig. 21

The identification code is found within the URL, between ?eid= and &origin= as shown below:

https://www.scopus.com/record/display.uri?eid=2-s2.0-0030508174&origin=resultslist&

BACK

Web of Science

To find the identification code of your publication in Web of Science, log in to http://apps.webofknowledge.com/ and search for your contribution. Click on the title and scroll the information on the page down to:

See more data fields > Document Information. In this section you can find the **Accession number**, i.e. the ISI identification code, identified by the acronym WOS which makes it easily recognisable: 000……..

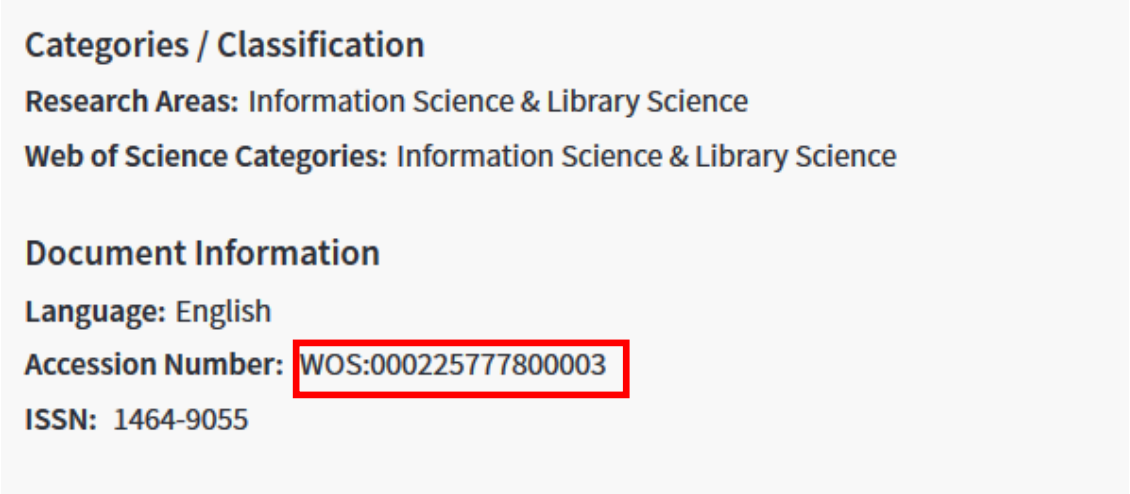


Fig. 22

BACK

What are the criteria to assign international relevance to a research product?

International relevance is generally assigned to a research product that meets at least one of the following verifiable indicators:

- the product is the result of an explicit cooperation with researchers and research groups working with institutions from foreign countries (e.g. within international projects);
- that product has been, or can also be disseminated within the scientific community in other countries;
- the publication has been submitted to an international scientific committee or the board and/or editorial team includes foreign scholars.

BACK

12. How do I edit the author name string?

3 – Describe:

Within the **Authors** box, the authors' names are generally separated by a **semicolon** (;)

e.g.: Rossi, Maria; Bianchi, Fabio; Verdi, Mario

1) The system will automatically display a **summary table** with the names of the authors. The authors' names will be highlighted in the following colours:

Green	**If recognised as SISSA authors**
Orange	**If you have to disambiguate the recognition: in this case, you just have to click on the name and select the right option**
Light grey	**In the case of external authors**

2) Once you have entered the string in the form, clicking on "**Run author name string"** will start the authors' recognition process.

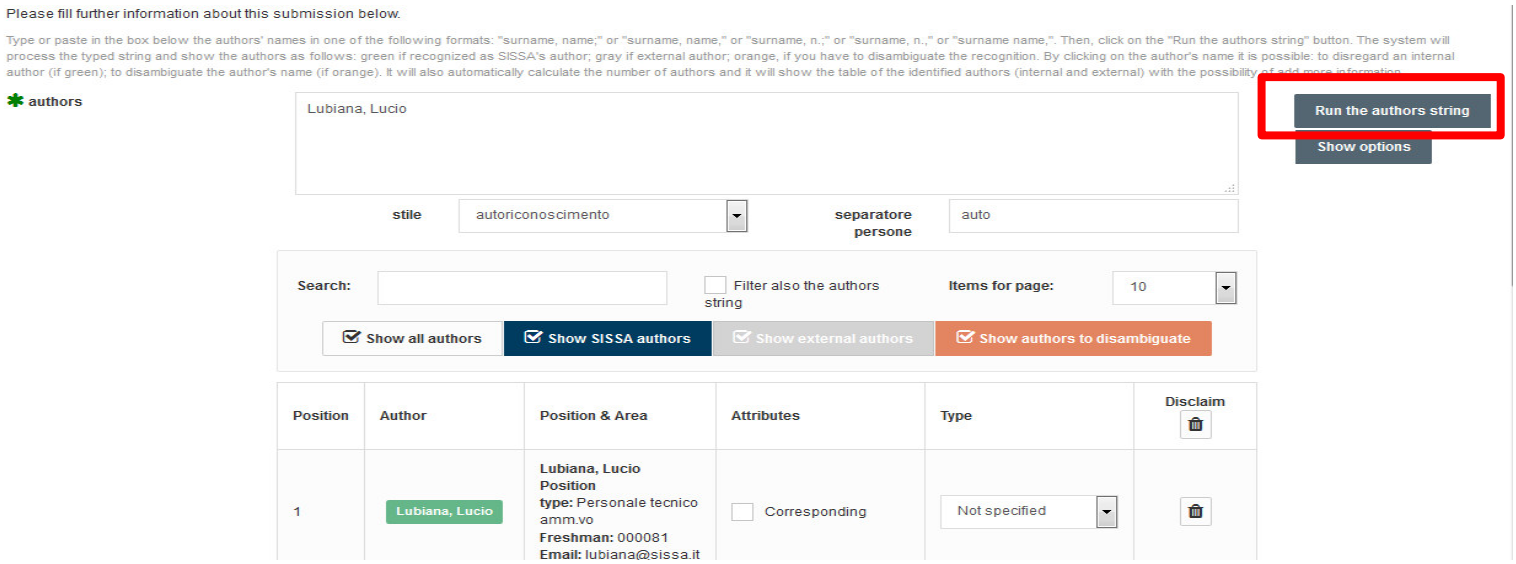


Fig. 23

Filters

Once the processing of the authors string is complete, the results are displayed in a table. Above the table is a form that allows you to filter the results.

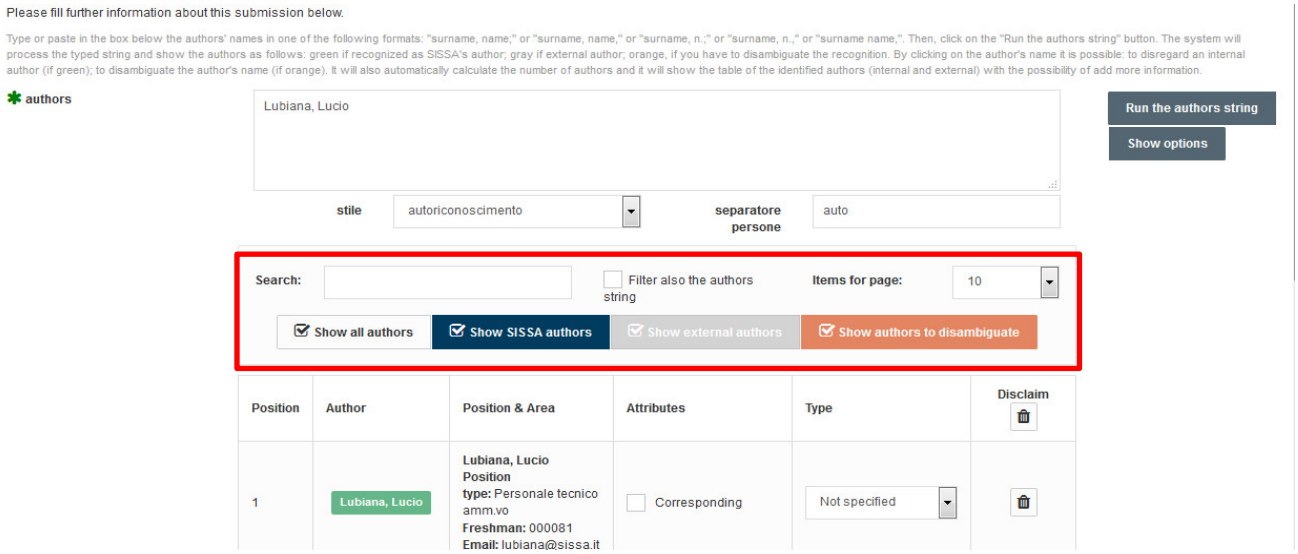


Fig. 24

Below is an explanation of each filter:

- **Search**: a free-text search form that allows you to search for an author by typing their name or part of it

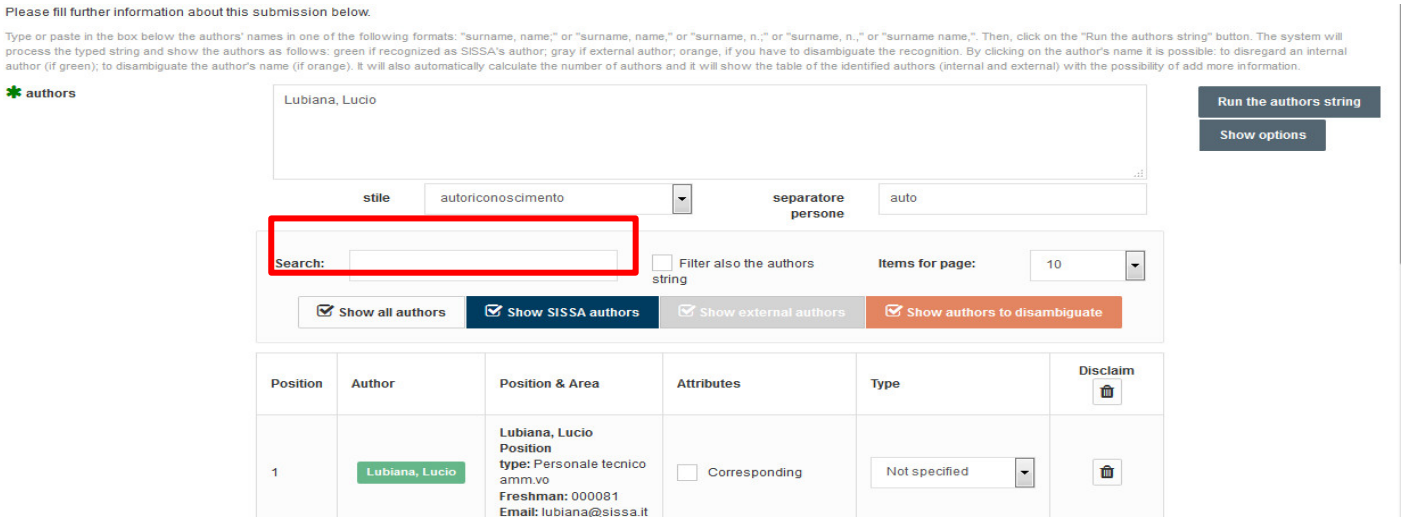


Fig. 25

Filter also the author name string: an option that also allows you to display the results within the same author name string. For example, by typing “ros” in the author name string, only “M. Rossi” will be displayed

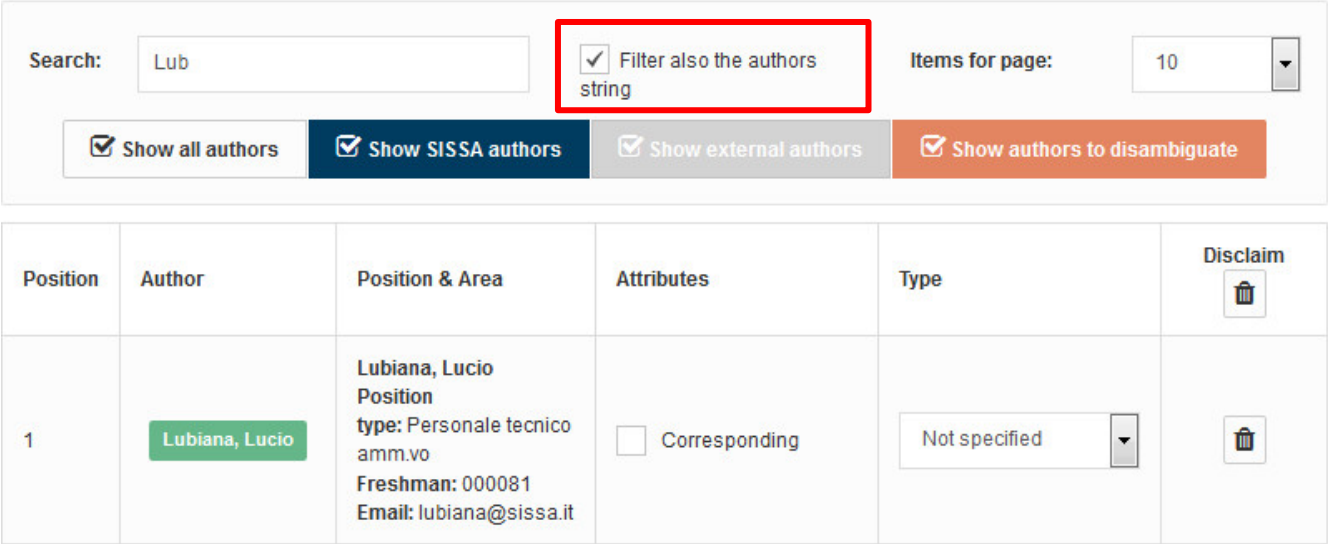


Fig. 26

- **Items per page**: the maximum number of results per page to be displayed on the table below
- **Show all authors**: all the authors found within the author name string, regardless of their position
- **Show SISSA authors**: only SISSA authors recognised in the author name string
- **Show external authors**: only authors external to SISSA, recognised in the authors string

The results found by the authors recognition algorithm are shown in a tabular form. The meaning of each column is explained below:

- **Position**: the author's position within the author name string
- **Author**: author's name
- **Position & Area**: the area the author belongs to. If populated in the Profile tab, the following data will be shown: Qualification, Area, SSD, Competition sector, Matriculation number, Faculty, Email
- **Attributes**: it is possible to specify that the author is a Corresponding Author, i.e. the SISSA author who interfaces with the publisher
- **Type**: indicates the type of contribution the author gave to the product according to the CRedit taxonomy. To find out more on the CRediT taxonomy, go to http://docs.casrai.org/CRediT. The detail of each role is available at the following page: CASRAI Roles
- **Disclaim**: if enabled, it allows an author to disclaim a publication

13. How do I upload files?

4. Upload

Now you can upload all your files. More specifically, the following types:

File type	Access policy	Terms
Publisher's PDF	Immediate Open Access	- If allowed for by the publisher - Generally, usage licenses (CC-BY) are applied - Refer to the self-archiving policies of foreign publishers on **SHERPA/RoMEO**
Publisher's PDF	Yes, but with Embargo (transition period between publication and full accessibility)	- Refer to the self-archiving policies of foreign publishers on **SHERPA/RoMEO**
Publisher's PDF	Closed Access	The publisher only authorises it for internal access or temporarily for evaluation purposes
Post-print (author's peer-reviewed version without publisher's layout)	Immediate Open Access	- Refer to the self-archiving policies of foreign publishers on **SHERPA/RoMEO**
Post-print (author's peer-reviewed version without publisher's layout)	Open Access, but with Embargo	Most publishers allow OA with a 6, 12, 18, 24-month embargo - Refer to the self-archiving policies of foreign publishers on **SHERPA/RoMEO** Refer to Elsevier's Journal-Specific Embargo Periods
Pre-print (unreferenced author's draft)	Open Access	If the publisher allows for archiving in the institutional repository

In order to comply with Art.4 of SISSA's Regulation on Open Access: ***"The SISSA shall endeavour to render all products archived in the SISSA Digital Library in open access format, consistent with the provisions of copyright law, contracts entered into with publishers and funding bodies",***

start the archiving process of a "Post-print" version, or in the case of a "Pre-print", with its "Corrigenda".

File uploading in IRIS

a) Select your file and upload it

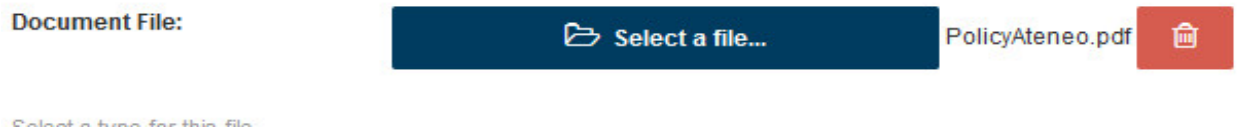


Fig. 27

After you have chosen your file, a red trash can icon appears in case you have attached the wrong file and need to delete it.

b) Select the file type from the drop-down menu:

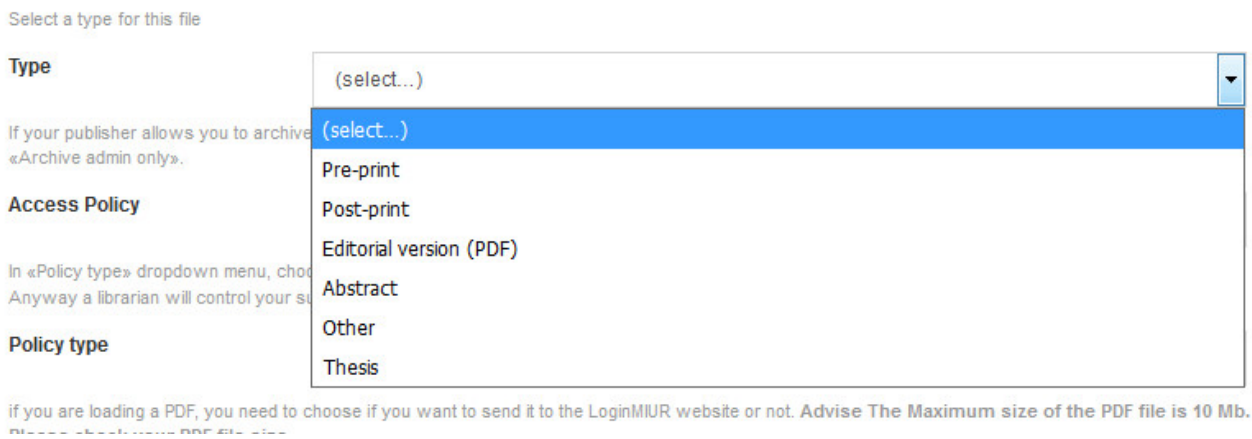


Fig. 28

c) Access policy

Shows who can display and download the file once it is viewable on the public portal.

The suggested values are as follows:

- **Open Access** Visible to everyone
- **Embargo** Visible to anyone after a given period
- **Archive admin only** Closed access

Fig. 29

If you choose "**Embargo"** as Access Policy, you have to go to the window below, which is also named "**Embargo**": a calendar will be displayed for you to choose the date on which you want your product to become visible.

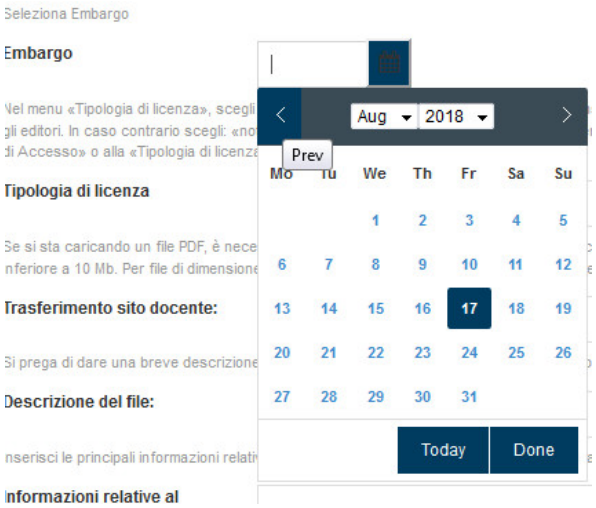


Fig. 30

c) **Select the license type from the drop-down menu. The options are as follows:**

- **Not specified**
- **Public domain:** Please note that this is a permissive license with which the author waives their exclusive rights
- **Creative Commons**

Fig. 31

d) **LoginMIUR website transfer**

Select Yes/No from the drop-down menu

e) **File description**

This is a free-text field where you can add notes on the uploaded file.

<u>NB: LoginMIUR only accepts full-texts in PDF format up to 10MB</u>

Step 5: Verification – This is the second last form that allows you to check the metadata and correct it if necessary.

Step 6: Grant Validation

After the self-archiving procedure, the product metadata and files will be submitted to the librarians for validation.

14. Even though I have self-identified as co-author, my name does not appear among the co-authors. Why?

Following a self-identification request, the person responsible for the data has to validate the identification by going to the **Identification to be approved** tab. To expedite the process, you can contact the person responsible for the data, requesting them to perform said action.

NB: If the person responsible for the data does not validate the identification, the author's name will not be added to the tab and the information will not be transferred to the LoginMIUR website

15. How can I recognise the workflow status of my product?

The status of a product registration on IRIS can be as follows:

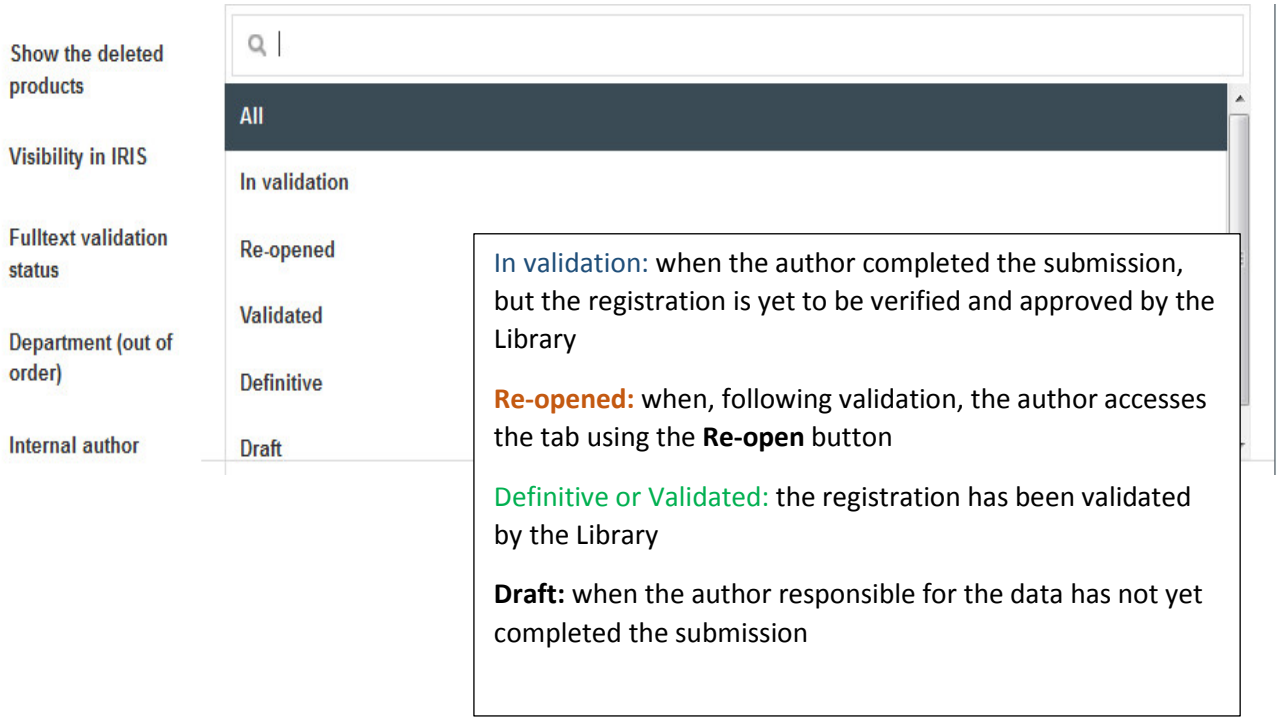


Fig. 32

You can make changes to your record by using the “**Re-open”** button at any time, even after validation is complete.

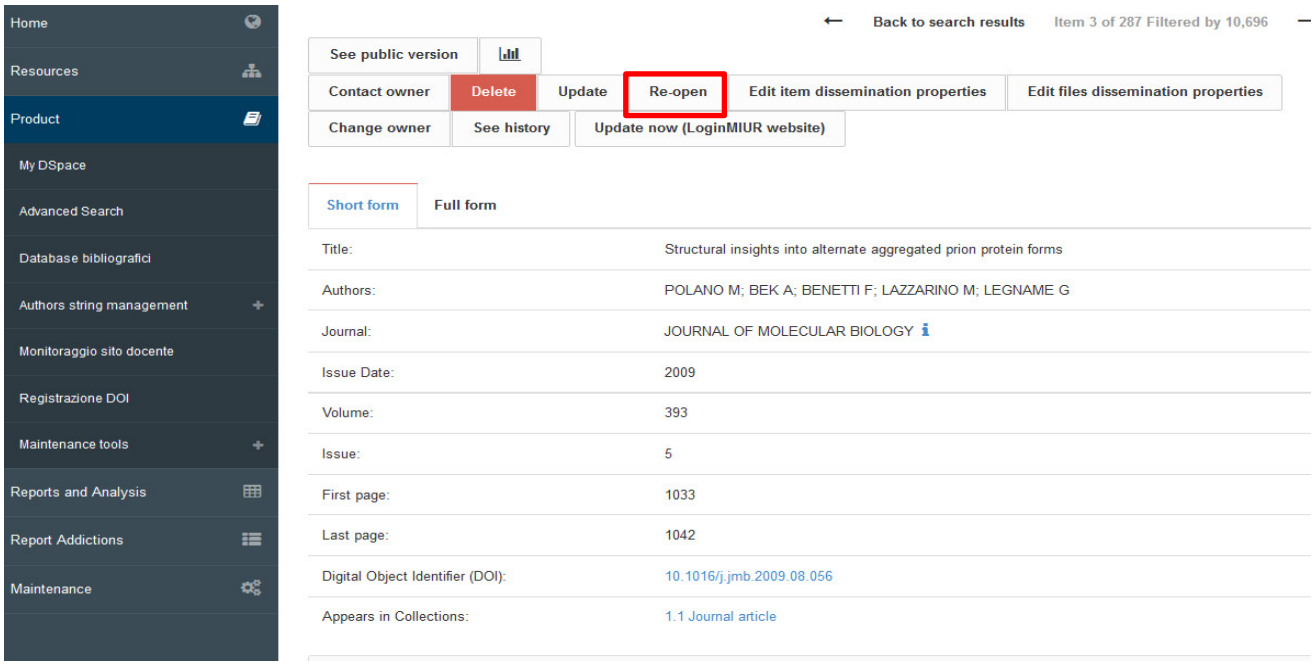


Fig. 33

16 <u>When are the products sent to the LoginMIUR website?</u>

The transfer is performed daily by incremental batch, which means that only modified products are synchronised. Metadata is synchronised first, followed by full-texts.

A new synchronisation of products in “Warning” status is attempted every week.

By default, the product's authors (personal view), administrators (full view) and the person responsible for the data can force the synchronisation.

NB: Only products that are not in “Draft” status (Definitive, In validation, Validated) are transferred to LoginMIUR

The **MIUR** column of the **Products Desktop** displays the **status** of the registration compared to the submission of the publication to the LoginMIUR website.

17 How can I create the bibliography of my products from IRIS SISSA Digital Library?

You can export your bibliography by using the **Export** button on your **Products Desktop**. Different export formats are available.

IRIS allows you to export the list of your publications in citation format. By integrating the use of IRIS with two of the most popular tools - **Zotero** and **Mendeley** - you can choose your preferred citation style. The first is a free tool and the latter is the free version of the commercial product Elsevier.

This guide assumes that these tools are already installed on your PC. For further details on installation, go to the following download pages:
https://www.zotero.org/download/
https://www.mendeley.com/downloads

Through the "**Export**"feature, available both within the **Products Desktop** and in the search results section of the IRIS SISSA Digital Library, you can generate a bibliographic file with the list of publications for which you want to create a citation format.
For example, to get a list of your publications, you have to access IRIS in "**Personal view"**, then go to **Products** > **Products Desktop**. Once you have obtained your list, click on the **Export** button, then choose your preferred format. In this guide the **BibTeX** format will be used.

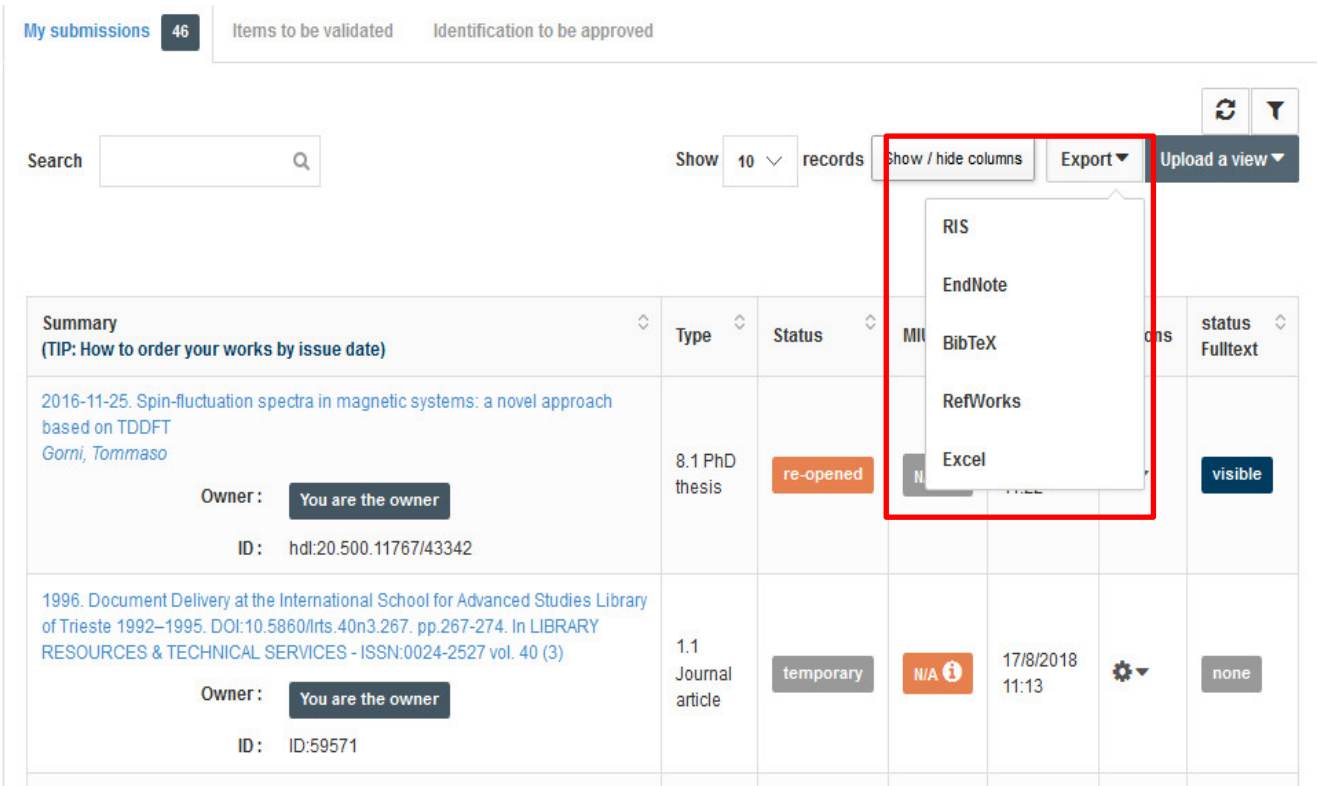


Fig. 34

If, instead of your products, you want a citation-style list of a group of products, you can use the **Advanced Search** form.

Just click on **Advanced Search**. Using the filters (e.g. time range), you can generate the desired product list, and if you click **Search**, then **Export**, you get the bibliographic file of your products.

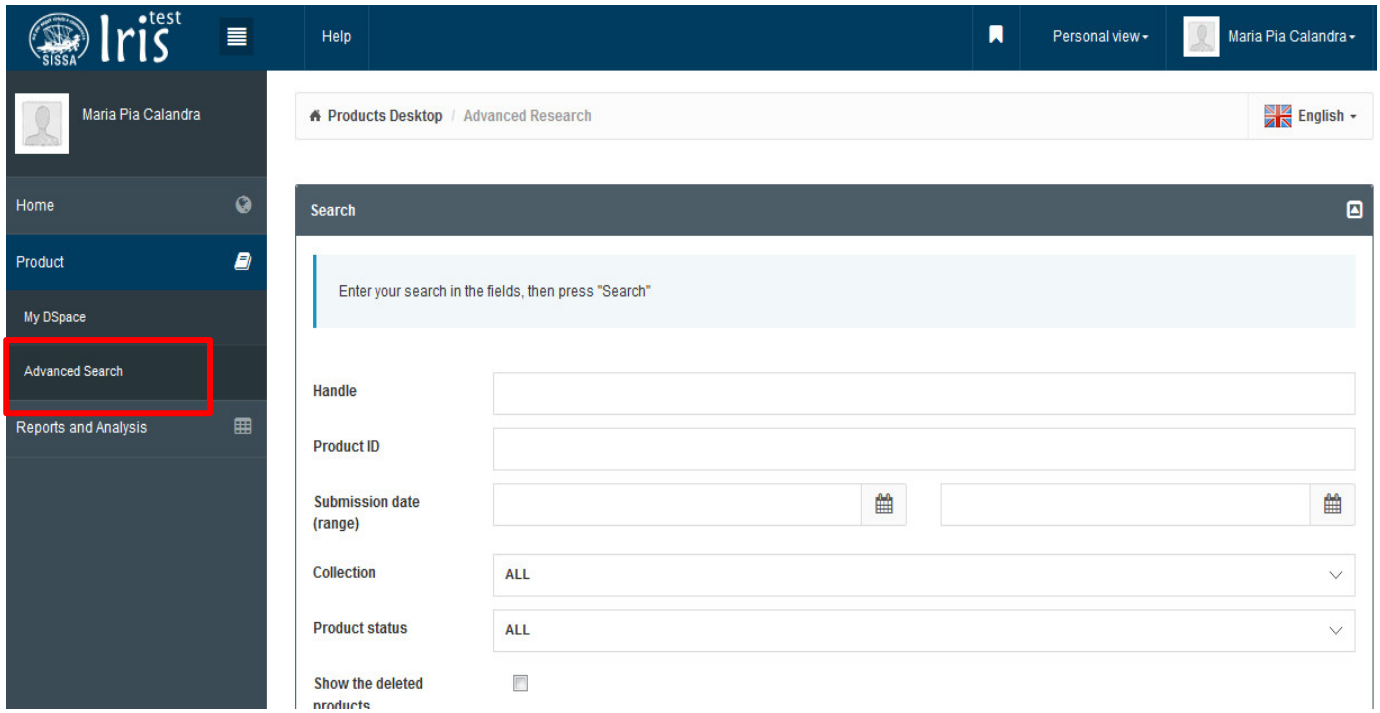


Fig. 35

Generating a citation file with Zotero

Open Zotero, then go to **File** > **Import** and choose the IRIS-generated file.

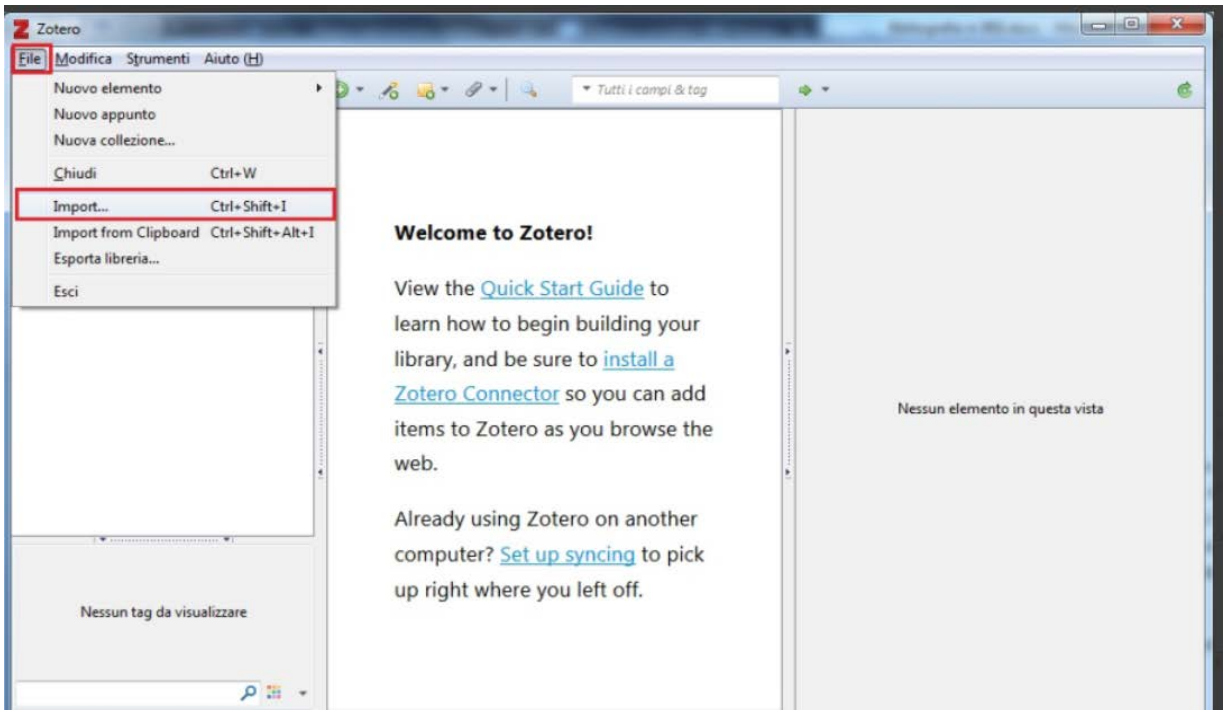


Fig. 36

This action will make the products exported from IRIS available.

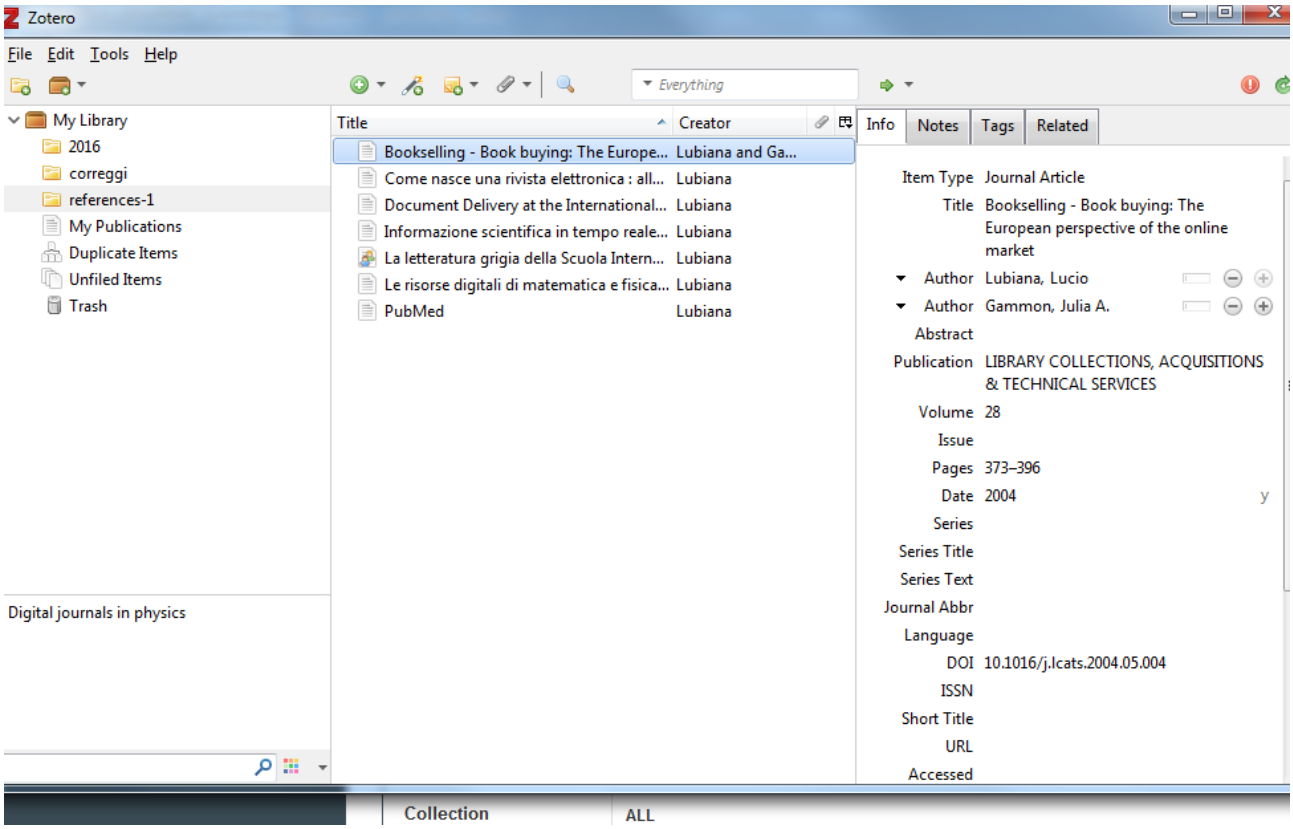


Fig. 37

Now, you have to **choose the products you want**, then **click on the right mouse botton** and select "**Create Bibliography from Item**".

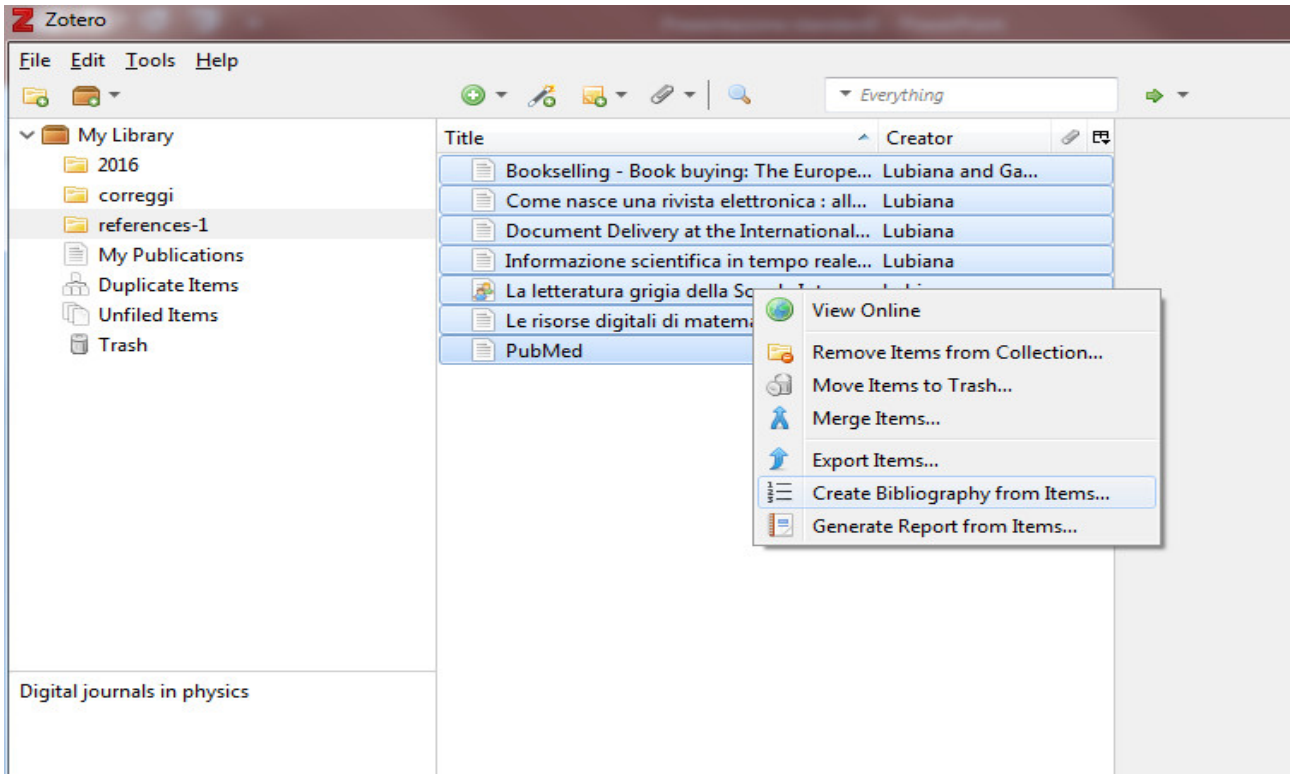


Fig. 38

In the next form, select your preferred **citation style** then click **OK** to generate an RTF file containing the desired bibliography.

Choosing the bibliography format

If you want to change the format of your bibliography, go to **Edit** > **Preferences**, then to the **Export** tab. Now you can change format by choosing a new one from the **Default Format** drop-down menu.

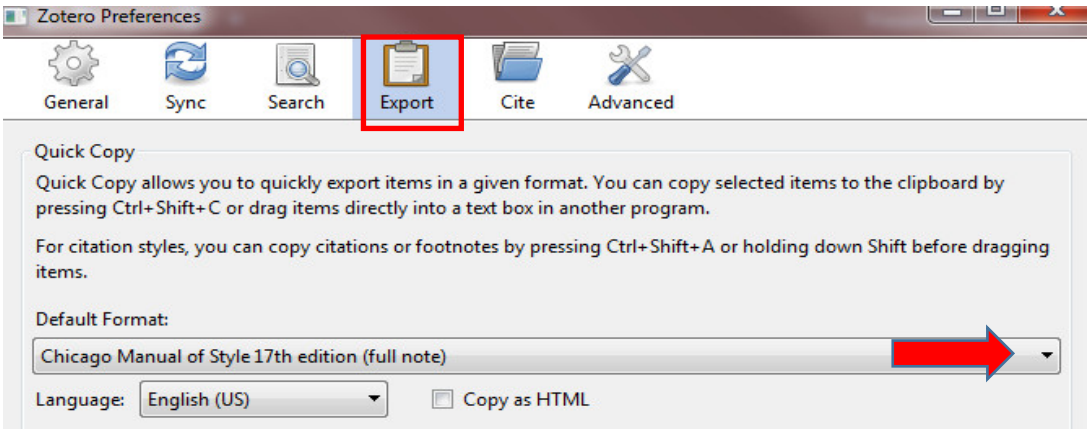


Fig. 39

To find out more on the use of Zotero, go to
https://www.zotero.org/support/

Generating a citation file with Mendeley

Open **Mendeley Desktop**, then go to **File** > **Import** and choose the IRIS-generated file.

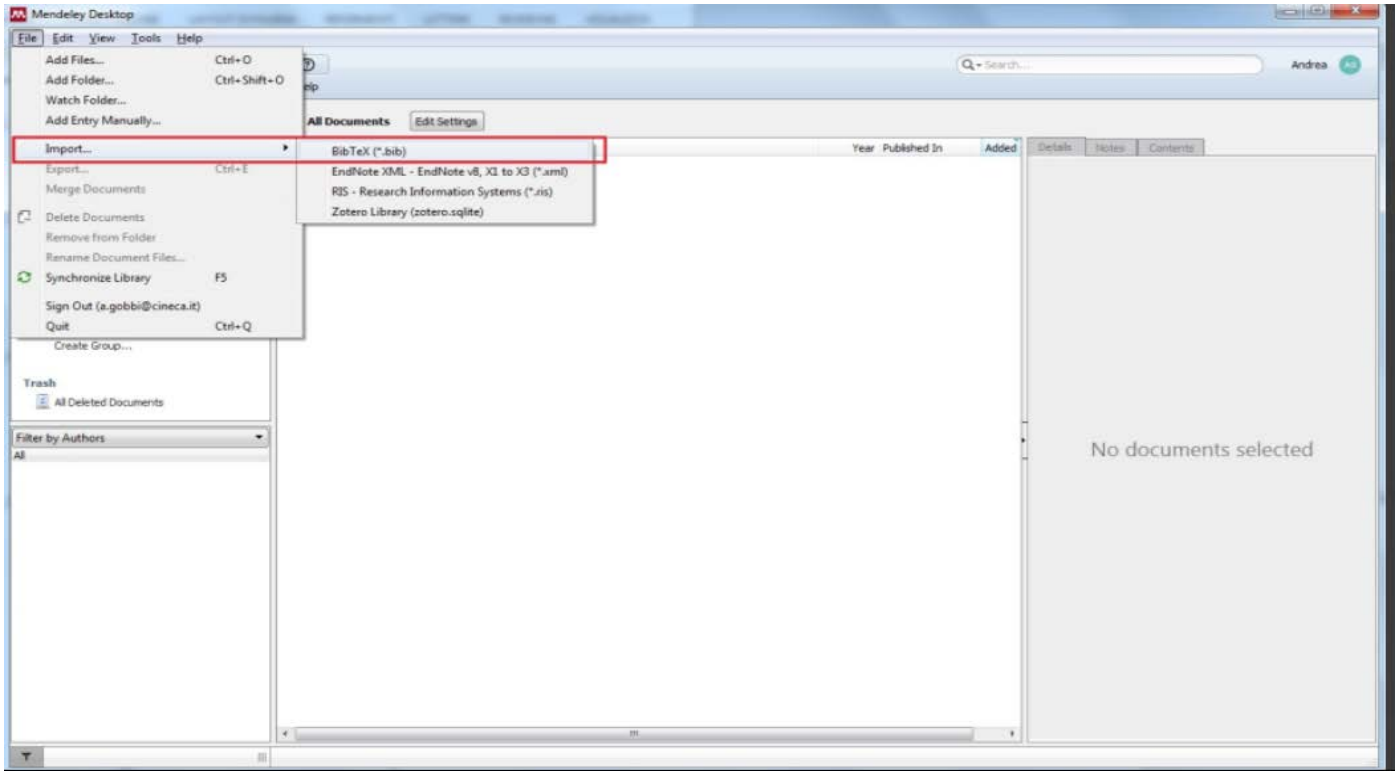


Fig. 40

This action will make the products exported from IRIS available.

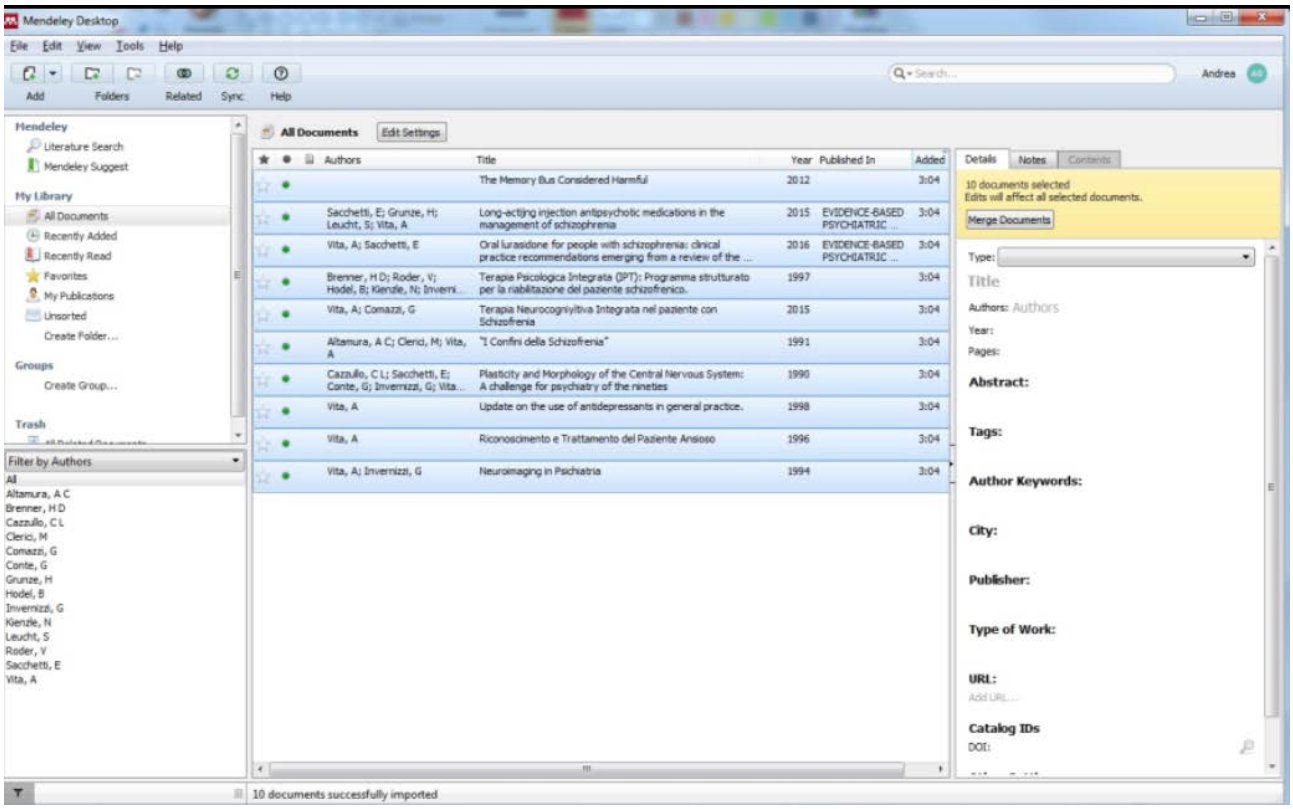


Fig. 41

Now, **select the products you want**, then **click on the right mouse button** and select **Copy As** > **Formatted Citation**.

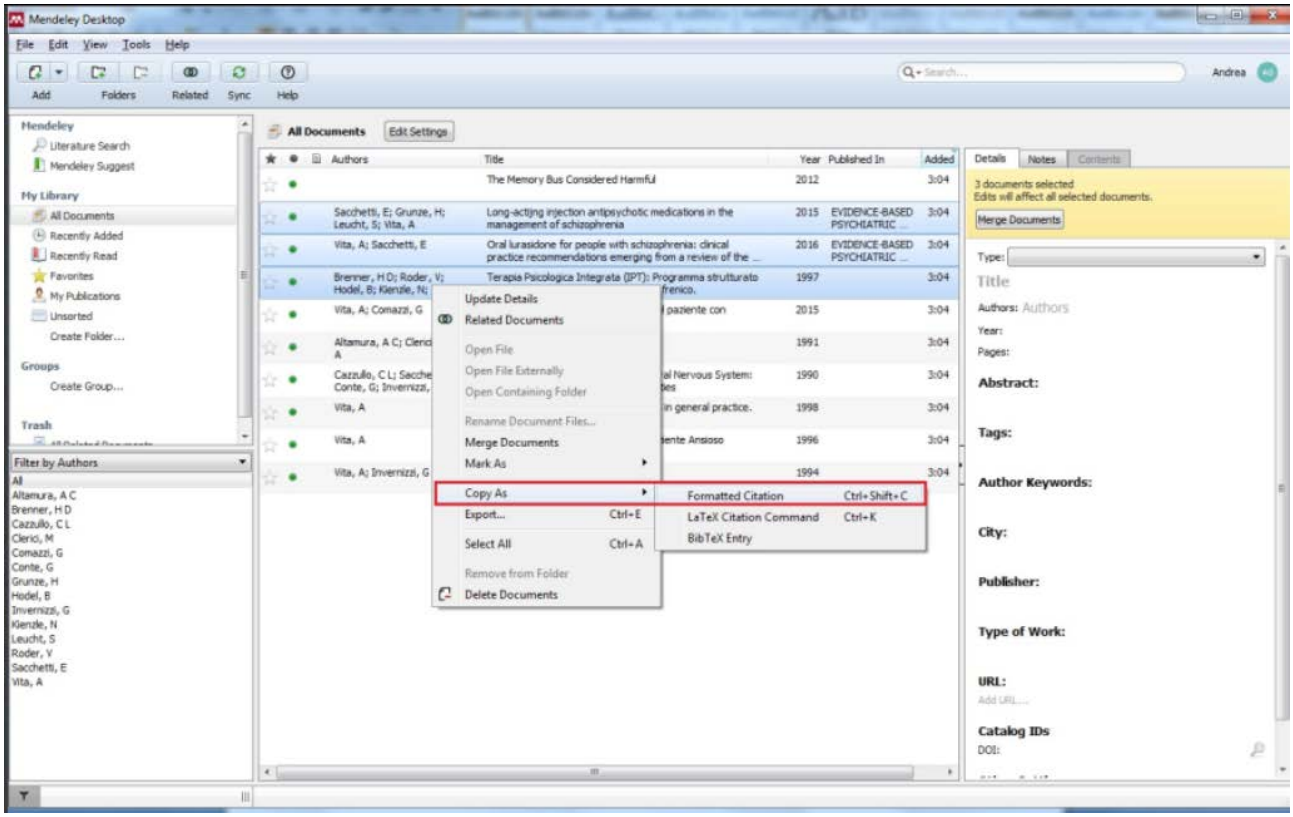


Fig. 42

Now you just have to open a text editor and paste the generated bibliographic citation.
To find out more on the use of this tool, go to

https://www.mendeley.com/guides?dgcid=Mendeley_Desktop_Help-Online-guides

For any queries, please contact:

sdl@sissa.it

Visit also the "FAQ" page of our Library