



ISTA Research Explorer (ISTA REx)

Deposit a Technical Report



Contents

1	What is ISTA REx?	2
2	What is a Technical Report.....	3
2.1	Handling at ISTA	3
2.2	Searching	3
3	Add a new Technical Report	4
3.1	Fill out the template	4
3.2	Deposit	6
3.3	Deposit a Technical Report anonymously	6
4	Check your entry	7



1 What is ISTA REX?

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

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

ISTA scientist commitment

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

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



2 What is a Technical Report

Technical Reports are a major source of scientific information, prepared for institutional and wider distribution. They are considered grey literature since they are scientific literature which rarely undergoes peer review and if so it is mostly limited to the originating organization. There are no general formal publishing procedures for such reports but institutional wide ones.

2.1 Handling at ISTA

Technical Reports are published via ISTA REx. They have a unified cover page created during the upload process – you don't have to provide one! It is possible to deposit a Technical Report anonymously for review purpose. Every Technical Report receives a DOI as persistent identifier and is published within our ISSN series "ISTA Technical Report" (only applicable for published, not anonymous Technical Reports).

2.2 Searching

Within ISTA Research Explorer, you can search for the publication type "Technical Report"

Publication Type	
Journal Article (2773)	+ -
Conference Paper (871)	+ -
Thesis (172)	+ -
Research Data Reference (121)	+ -
Book Chapter (87)	+ -
Preprint (81)	+ -
Technical Report (79)	+ -
Research Data (70)	+ -



3 Add a new Technical Report

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



Use your SSO (your ISTA username and password) to login and open “My Dashboard”. Now click on “new publication” and choose “Technical Report” beneath option 2.

Option 2:
Select a type and fill out the form

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

3.1 Fill out the template

Please add at least a title, all authors (match it with ICP by clicking on the icon, add additional authors by clicking +), your Research Group (department) and the publishing year in the section details of the template. The next section concerns the upload of the report.



Upload

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

Drop files here to upload ... or click!

▼ Copyright and Licenses

DDC

--- Select DDC ---

▼ + -

URN

e.g. urn:nbn:de:0070-pub-12345678

(A URN will be generated automatically if you upload a file!)

Copyright Disclaimer

In case you are the author:

- I acknowledge that I have read, understood and agreed to be bound by the ISTA Research Explorer (ISTA REX) **Terms of Use**.
- I represent that I have the legal authority to accept the Terms on behalf of myself and any party I represent in connection with my use of any services (co-authors, publishers or other rightholders).
- I declare that I am authorised to make the Publication and associated metadata to be uploaded available on ISTA REX. If I am not the sole copyright holder, I declare that I have obtained written consent of the third party to do so.
- I warrant that the uploads do not infringe the rights of any third party.
- I represent that in case Publications contain personal research data I have obtained the prior approval of the Ethics Officer to upload such personal data.
- I grant ISTA a worldwide, non-exclusive, royalty-free, transferable license esp. to make my uploaded Presentation available for public access in accordance with the Terms.

In case you act on behalf of an author:

- I represent that I have been authorized in writing or e-mail by the Depositor to archive a collection of files (Presentation or Data) and associated bibliographic metadata in ISTA REX on behalf of the Depositor upon these ISTA REX **Terms of Use**.
- Please be aware that such PoA must be provided as evidence via e-mail to repository.manager@ista.ac.at within 3 working days as of deposit (please insert the reference number of deposit in the title of your e-mail).

I accept

Download [Deposit Policy](#). For further questions please contact our support via email: repository.manager@ista.ac.at

Publication License

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

Select a license

▼

➤ [Info page about licenses \(choose a license\)](#)

Add the pdf by dragging and dropping in the yellow area. Choose one or several appropriate Dewey decimal classification (DDC) from the drop down list (add more fields by clicking +). Read and accept the ISTA Deposit Policy and select the correct publication license if you've decided to use one.



Additional Information

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

Just choose the Open Access version “published” via the drop down list and paste your abstract in the designated field. If you acknowledge an ISTA Scientific Service Unit (SSU) please select it from the list.

3.2 Deposit

You can always save your entry by clicking “Save Draft” (the item is stored in “My Dashboard”). As soon as you are finished click “Save” and the Technical Report is sent to a moderation queue edited by the Library team. Within three working days we will review and - if necessary - add additional information. As soon as the Library confirms the entry, your Technical Report receives a DOI and is publicly available within ISTA Research Explorer. As mentioned before, the unified cover page of your Technical Report is generated automatically by the system.

3.3 Deposit a Technical Report anonymously

If you need to deposit a Technical Report anonymously (e.g. for a double blind review) you have to prepare two files: the anonymised manuscript and a file with a list of the authors' names (e.g. Anonymous1: Willard, Chester; Anonymous2: Hetherington, Jack; etc.). Please send your files to repository.manager@ist.ac.at and the Library team will upload them for you.

Be aware: the names are anonymised but the Institution will be recognizable! Anonymous Technical Reports will not receive a DOI, only reports with complete metadata will.




The final entry looks like that:

The Future Library

1 Anonymous, 2 Anonymous, The Future Library, IST Austria, n.d.

Download

 **FutureLibrary.pdf** 19.20 KB

 **Authors.txt** 47 bytes

Technical Report | Submitted | English

Details

Files

Author Anonymous, 1 ; Anonymous, 2

Abstract This is a test for an anonymous publication.

Publishing Year **2019**

Date Published 2019-06-06

Page 42

IST-REX-ID **4905**

Cite this

AMA

APA

Chicago

IEEE

IST Annual Report

MLA

Anonymous 1, Anonymous 2. *The Future Library*. IST Austria

4 Check your entry

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

Please let us know if you need any support:

ISTA Library Team

repository.manager@ista.ac.at