

Submitting a publication to TeLearn - prerequisites

Telearn <http://www.telearn.org/> is an open archive in TEL - Technology Enhanced Learning. You can submit different types of publication (book, conference, journal publication, research report...) on this field. It should be written in a scientific manner, adopting the usual scholarly conventions.

Telearn is a moderated archive.

Summary

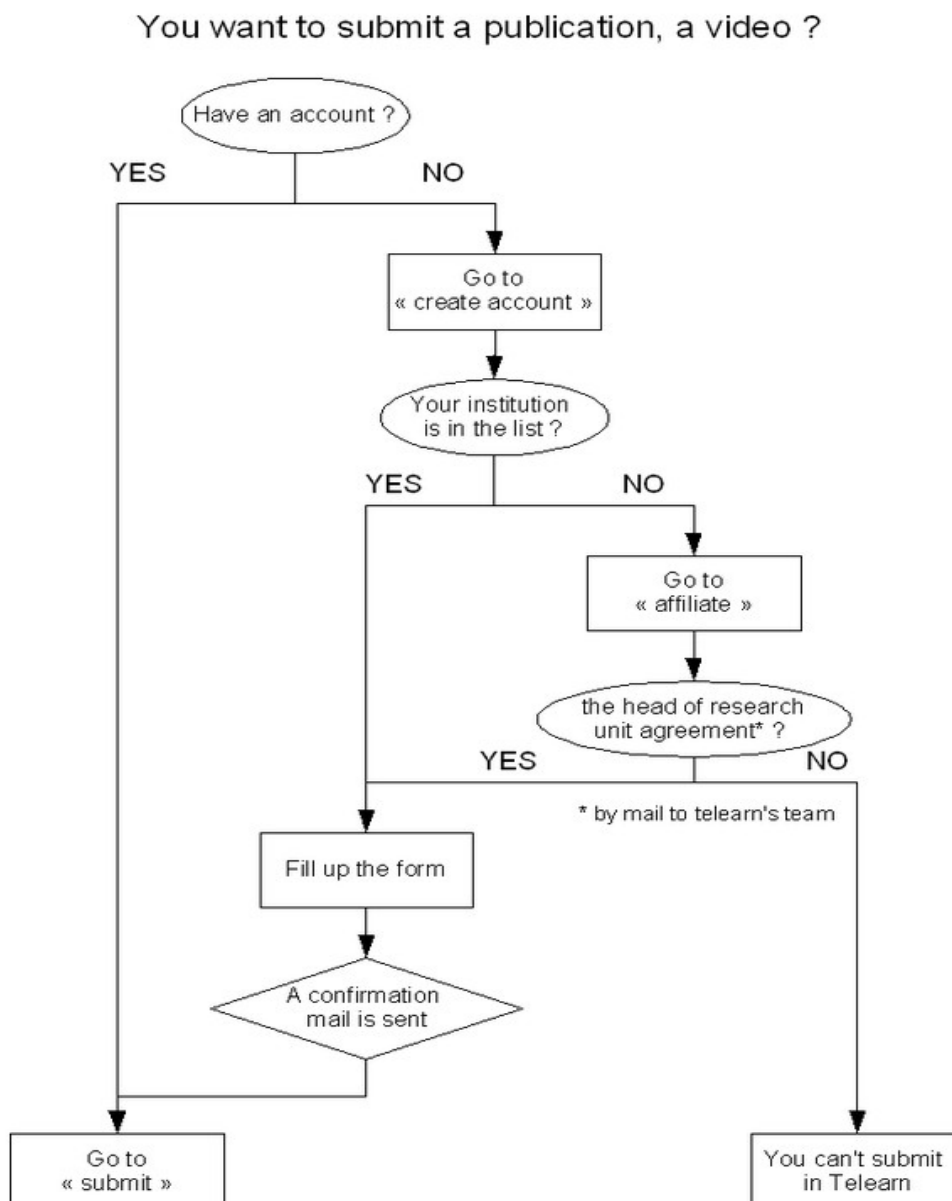
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1. Registration

First, in order to submit any material to the TeLearn archive, Institutional as well as individual registration is required.

If you don't have an account, go to CREATE ACCOUNT and fill the form. If you don't find your institution in the list of TeLearn AFFILIATES, you will have to AFFILIATE YOUR INSTITUTION first. You can CREATE AN INDIVIDUAL ACCOUNT when institutional affiliation is complete.

The following figure explains the different registration cases.



2. Submission process

Before you start the process of submitting a publication, you will need the following information:

- Your login username and password (if you haven't got it, go to "Not yet registered?" in the left menu)
- Copyright permission to publish the document (see next page for helpful quotes and links)

Focus: You can allow someone (librarian, colleague, student...) to submit instead of you.

The **submission process** shows 6 steps:

- STEP 1 : "General datas", essential information:
 1. title in your language.
 - 1.b. Title in English, if it is not.
 2. year it was written
 3. an abstract in priority in English or in your language (suggest 3 - 10 lines)
 4. the language of the full text (select from a list)
 5. the document type (select from a list) - type "others" is used for report (research or others)
 6. Optional information: project(s), collaboration(s), research team(s), classification (e.g. ACM, PACS, MSC or OCIS), comment (e.g. status copyright, report number), contract and/or financing information.

- STEP 2 : "Type data"

What appears on page 2 "Type data" depends upon the document type selected on page one. Examples of essential information required are:

1. Book title and page number
2. Conference title, city and country
3. Description used for type "others" and "PhD and Master Thesis" (e.g. Research report, PhD thesis or Master Thesis)
4. Journal, volume and page number. If the publication is a journal, you will be asked to select it by either searching for the title (you can enter just the first few letters of the title, then click "search") or by creating a new journal
5. Optional information: commercial editor, scientific editor, series, Digital Object Identifier (e.g. ISBN or ISSN)

- STEP 3 : "File / Weblink"

This step isn't mandatory but recommended. You need to have your file in pdf format(file name as follow: last name of the first author- first name of the first author-year.pdf, e.g. vadcard-lucile-2005.pdf) or web link information available.

- STEP 4: "Keywords"

You will need the relevant keywords. These can either be selected from a list (click on "See full keyword list") and click "Add", or by entering your own (enter each of them into the box then click "Add")

- STEP 5: "Authors"

You will need author details (name, laboratory and order). These can either be searched for from lists of existing authors or entered as new authors. All authors must be included - both first and last names and the name of their laboratory

- STEP 6: "Overview"

This step provides an overview of your data. You then need to click the box at the foot of the form "The datas are correct, publish this document" followed by the "Publish" button

At any time you can return and modify previous steps. You can also finish your submitting later. The datas are saved on the step where you stop.

3. Copyright issues

Reminder

By submitting a document to the TeLearn archive, the depositor gives his/her explicit permission to make the document available in the Open Archive repository, and acknowledge his/her concern about copyright issues. Remember that in case of several authors, the main author should advise the contributors.

Some helpful quotes and links:

From the TeLearn FAQ page:

"According to their national law, authors may or may not retain the moral rights to their publications, whether or not they are employees. This principle may be subject to changes via agreements, so we suggest you check that your copyrights have not been transferred to your original organization."

The following extract is taken from the "Study on the economic and technical evolution of the scientific publication markets in Europe" (ISBN 92-79-01029-80, European Commission, 2006):

"Published articles are submitted to copyright provision as stated in a contract between the author and the publisher, therefore self-archiving must be specifically authorised by the publisher. In July 2005, the JISC-funded SHERPA website registered 116 publishers' copyright policies towards self-archiving, covering 8460 journals; 67% of these publishers allow authors to self-archive post-prints (i.e. final draft post-refereeing), 4% permit archiving of pre-prints only (i.e. pre-refereeing), while 28% do not authorize self-archiving. While publisher policies have become more permissive over time, authors still have to check the publisher's policy for each article to be self-archived. Many variations appear among permissions regarding the version which may be deposited (the exact usage of the terms pre-print and post-print can vary), the type of archive allowed (self-archiving may be allowed in institutional repositories but not in subject-based archives), the delay before public access can be provided to the archived article. Furthermore, the SHERPA database is covering only a proportion of the 2,000 existing publishers (though major ones) and of the estimated 17,700 scholarly journals, so that the picture is actually more complex and currently far from complete."

Available from: http://ec.europa.eu/research/science-society/pdf/scientific-publication-study_en.pdf

Links

SPARC - Scholarly Publishing and Academic Resources Collection (SPARC)
<http://www.arl.org/sparc/>

SHERPA - Authors and Open Access <http://www.sherpa.ac.uk/guidance/authors.html>

Eprints - Journal policies <http://romeo.eprints.org/publishers.html>