OAR@UM collects, preserves and disseminates digital research products including articles, working papers, preprints, technical reports, conference papers and data sets in various digital formats. Content grows daily as new communities and collections are added in OAR@UM.

Content in OAR@UM is organised around Communities which correspond to faculties, institutes, centers, schools, and administrative entities. Within each Community, there are an unlimited number of Sub-Communities and an unlimited number of Collections. Moreover, each Collection contains an unlimited number of items.

**Searching**

OAR@UM Structure  
Sign In to OAR@UM  
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Further Assistance

**Searching**

To search all of OAR@UM, use the search box at the top of the page.

To limit your search to a specific community or collection, navigate to that community or collection and use the search bar on that page.

**Search tips:**

**What is searched in the general keyword search?**

The word(s) you enter in the search box will be searched against the title, author, subject abstract, series, sponsor and identifier fields of each item's record.

If your site is enabled for full-text searching, the text you entered will also be searched against the full text of all archived documents. For more information on full-text searching please contact your OAR@UM Administrator.

**What is not searched? - Stop Words**

The search engine ignores certain words that occur frequently in English, but do not add value to the search. These are:

- "a", "and", "are", "as", "at", "be", "but", "by",  
- "for", "if", "in", "into", "is", "it", "no", "not", "of", 
- "on", "or", "such", "the", "to", "was"
Truncation
Use an asterisk (*) after a word stem to get all hits having words starting with that root, e.g.

market*

will retrieve markets, marketing, marketed, marketplace...

Stemming
The search engine automatically expands words with common endings to include plurals, past tenses, etc.

Phrase Searching
When searching for multiple words as a phrase, put quotation marks (" ) around the phrase.

"organizational change"

Exact Word Match
Put a plus (+) sign before a word if it MUST appear in the search result. For example, in the following search the word "training" is optional, but the word "dog" must be in the result.

+dog training

Eliminate Items with Unwanted Words
Put a minus (-) sign before a word if you do not want it to appear in the search results. Alternatively, you can use NOT. This can limit your search to eliminate unwanted hits. For example, in the search

training-cat  or  training NOT cat

you will get items containing the word "training", but not those items containing the word "cat".

Boolean Searching
The following Boolean operators can be used to combine terms. It is important that the Boolean operators AND, OR and NOT are CAPITALIZED!

AND is used to limit searches to find items containing all words or phrases combined with this operator, e.g.

cats AND dogs

will retrieve all items that contain BOTH the words "cats" and "dogs".

OR is used to widen searches to find items containing any of the words or phrases surrounding this operator, e.g.

cats OR dogs

will retrieve all items that contain EITHER the words "cats" or "dogs," or both.

NOT is used to exclude items containing the word following this operator, e.g.

training NOT cat

will retrieve all items that contain the word "training" and EXCLUDE those items containing the word "cat".

Parentheses can be used in the query box to group search terms into sets, and operators can then be applied to the whole set, e.g.

(cats OR dogs) AND (training OR discipline)

Advanced Searching
The advanced search page allows you to specify the fields you wish to search and to combine these searches with the Boolean operators "**AND**, "**OR**" or "**NOT**".

You can restrict your search to a Community by clicking on the arrow to the right of the top box. If you want your search to encompass all of OAR@UM, leave that box in the default position.

To add filters click on "Add" and then select the field to search in and the Boolean operator you want to use, and click on "Add" to proceed with search.

Note: You must use the input boxes in order. If you leave the first one blank your search will not work.

**OAR@UM Structure**

**Communities**

Content in OAR@UM is organised around Communities which correspond to the University of Malta entities such as faculties, institutes, centres, schools, and administration.

Each community has its own entry page displaying information, news and links reflecting the interests of that community, as well as a descriptive list of collections within the community.

Within each Community there can be an unlimited number Sub-Communities and an unlimited number of Collections. Each Collection may contain an unlimited number of items. This organisation gives OAR@UM the flexibility to accommodate differing needs of Communities.

**Collections**

Communities can maintain an unlimited number of collections on OAR@UM. Each OAR@UM collection has its own entry page displaying information, news and recent submissions. Collections can be organized around a topic or by type of information (such as working papers or datasets) or by any other...
sorting method a community finds useful in organizing its digital items.

Sign In to OAR@UM

When you access an area of OAR@UM that requires authorization, the system will require you to sign in. The University of Malta Single Sign-On enables staff and students to access OAR@UM by signing in using their UM IT Account username and password. You have to sign in to the system if you:

- View restricted access material
- Subscribe to a collection and receive e-mail updates when new items are added
- Submit within a collection and check status of your submissions

My OAR@UM

Submissions

If you are authorized to submit to OAR@UM, in your My Account page you will find:

- a list of your in-progress submissions - from this list you can resume the submission process where you left off, or you can remove the submission and cancel the item
- a list of submissions that are awaiting your action (in case you need to review your submission)
- a link to a list of items that you have submitted and that have already been accepted on OAR@UM

Submit is the OAR@UM function that enables users to add an item on OAR@UM. The process of submitting includes filling out information about the item on a metadata form and uploading the file(s) comprising the digital item. Please read Submission Policy.

Who can deposit?

Self deposit and mediated deposit

<table>
<thead>
<tr>
<th></th>
<th>Academics</th>
<th>Support Staff</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>on behalf of academics</td>
<td>own work (to be included within Departmental Collection)</td>
<td>own work (to be included within Departmental Collection)</td>
</tr>
<tr>
<td></td>
<td>approval form* to be signed by the respective academic</td>
<td>approval form* to be signed by an academic from the Department</td>
<td>approval form* to be signed by the supervisor (from the Department)</td>
</tr>
<tr>
<td></td>
<td>approval form* to be signed by the Head of the Department</td>
<td></td>
<td></td>
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</tbody>
</table>

* All approval forms have to be printed on Department Letterheads and submitted with each item (eg. article, book chapter, etc.) deposited.

Mediated deposit (only)

To deposit items (eg. article, book chapter, etc.) in the External Research Collection, the work has to be accompanied by a recommendation form signed by a scholar/researcher in the field

Choosing Collection

From the Communities list select your faculty, institute, centre, school, etc.. Select Sub-Community and then the Collection.

If the Community, Sub-community or Collection you wish to deposit your work into are not available, and you are a member of staff at the UM, you are kindly requested to place a submission access request through here. The OAR@UM Team will contact you as soon as the community is created and you have been approved as a submitter.

A full list of Communities, Sub-communities is available here.

Depositing

There are currently two ways to deposit your research output on OAR@UM: self-deposit and mediated-deposit. The latter is done on your behalf by the OAR@UM Team.
Regardless of the route chosen, we ask you to check that:

- you have the right to deposit the material
- the material is available in suitable electronic format(s)

Self-deposit

To self-deposit an item from the Communities list select our faculty, institute, centre, school, etc., select your respective Sub-Community and then the Collection and click on Submit a new item to this collection.

Mediated-deposit

A mediated deposit service is available. For mediated deposit please send the pdf attachment of your research publication via email, and the OAR@UM Team can add the content on your behalf.

Progress Bar - Buttons at Top of Page

At the top of the Submit pages you will find 7 buttons representing each step in the submission process. The submission goes through these main steps: description of the metadata (2 pages), access, upload (file by file), review, license agreement and complete submission. As you move through the process these buttons will change colour. Once you have started you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.

Click on the "Next" button to proceed, or "Cancel/Save" button to stop and save or cancel your submission. until you come back to the submission and you will be reminded on your "My OAR@UM" page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your "My OAR@UM" page. You can also cancel your submission at any point.

Metadata

The information you fill in on the 'Describe' screens will form the metadata record that will enable users to retrieve your item using search engines. The richer the metadata, the more "findable" your item will be. Please take the time to fill in as many fields as are applicable to your item. OAR@UM uses the Dublin Core metadata scheme.

Description fields

- Creators
  - Author’s Email Address
  - Conference Papers
  - Title
  - Date of Issue
  - Publisher
  - Citation
  - Series / Report No.
  - Identifiers
  - Type
  - Language
  - Subject Keywords
  - Abstracts
  - Sponsors
  - Copyright Holder
  - Access Rights (OpenAIRE)
  - Embargo End Date (OpenAIRE)
  - FP7 Project ID (OpenAIRE)
  - Description

Creators
Fill out the name of the primary person(s) or organization(s) responsible for the publication/research item and also those who have made significant intellectual contributions to the resource but on a secondary basis. Please use capital letters only for the first letter of the name and surname, e.g. Smith Donald

Authors for NON peer-reviewed content:
Enter the surname and the full first name if available. This field is to be used only for the non peer-reviewed content

Authors for peer-reviewed content:
Enter the surname and the full first name if available. This field is to be used only for the peer-reviewed content

Editors: (only for books)
Enter the surname and the full first name if available (used in case the persons having the final responsibility of the content of a book containing contributions of different authors)

Corporate authors:
Enter the name of entity (used in case the work is created by an employee of the University of Malta as part of his or her job)

Conference papers

Enter the full name of the conference (if applicable)

Conference Name

Enter the place and the dates (day/month/year) of the conference

Conference Place

Conference name: Enter name of conference (used in case the work has been presented in a conference)
Conference place: Enter place and date where conference were held (used in conjunction with conference name)

By clicking on the “Add more” button you can add as many creators as needed.

Title (main title mandatory)

Enter the main title of the item

Title *

If the item has any alternative titles, or is part of a book, please enter them below:

OTHER TITLES

Enter the title of the journal

Journal Title

All OAR@UM items must have a title

- Main title:
  - Enter the full and proper name by which this item should be known
  - Title and subtitle are divided by a colon (_:_)

- Alternative titles:
  - Enter the translated titles following the same rules as the main title
  - By clicking on the “Add more” button you can add as many alternative titles as needed.

- Journal title:
  - Enter the title of the journal where the article was published

Date of Issue (year mandatory)

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they are not applicable.

Date of Issue *

Month (No Month) * Day: Year:

Date of Issue: Enter the date of publication or distribution of the item (year mandatory)
Enter the date the resource was made available in its present form. All OAR@UM items must have a date of issue.

Publisher

Enter the name of the entity responsible for making the resource available in its present form, such as a publisher, university department or corporate entity.

Citation

Enter the name of the resource (journal/book) where article/book chapter is found.

<table>
<thead>
<tr>
<th>Type</th>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
</table>

Series/Report Numbers

Enter details if work is part of a series or has a report or paper number. By clicking on the “Add more” button you can add as many Series / Report Numbers as necessary.

Identifiers

Identifiers are a string or numbers used to uniquely identify the resource.

<table>
<thead>
<tr>
<th>Identifiers</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSN</td>
<td>Journals</td>
</tr>
<tr>
<td>ISBN</td>
<td>Books</td>
</tr>
<tr>
<td>URL, DOI</td>
<td>Networked Resources</td>
</tr>
</tbody>
</table>

By clicking on the “Add more” button you can add as many identifiers as needed.

Type (mandatory)

The type of content must be chosen from the enumerated list.

Language (mandatory)

Choose the language(s) of the intellectual content of the resource from the drop down menu.
**Subject Keyword (mandatory)**

Enter the topic of the resource that better describes the subject or content of the resource.

If Library of Congress Subject Headings are not included with your keywords, the OAR@UM Team will include two in order to create consistency within its subject vocabulary. The Library of Congress Subject Headings are a controlled vocabulary of terms which form a dictionary of descriptions of particular types of content or subject matter. These are maintained by Standards’ Bodies in order to standardise the way that similar materials are categorised in databases. This aids searching by increasing the likelihood that the relevant materials will be returned by the user’s search.

By clicking on the “Add more” button you can add as many Subject Keywords as needed.

**Abstract (mandatory)**

Enter a brief, objective representation of the essential content of the work, presenting the main points in the same order as the original. The abstract should help the reader to identify and determine whether to read the entire document.

**Sponsors**

Fill out the name of the entity responsible for the funding of this work, including any other relevant data.

**Copyright Holder (mandatory)**

It is important to make sure who exactly is the copyright holder of the content submitted. When content has already been published in a journal/book, agreement with the publisher must be established. In case of multiple authors, the submitter is responsible to attain consent from the other authors to deposit the work on OAR@UM.

The following text should be entered in the “Copyright Holder” field:

The copyright of this work belongs to the author(s)/publisher. The rights of this work are as defined by the appropriate Copyright Legislation or as modified by any successive legislation. Users may access this work and can make use of the information contained in accordance with the Copyright Legislation provided that the author must be properly acknowledged. Further distribution or reproduction in any format is prohibited without the prior permission of the copyright holder.

**Review Status (mandatory)**

- Peer-reviewed publication
- Non peer-reviewed publication
- N/A

**Access Rights (OpenAIRE - mandatory)**

- Open access: freely and universally available via the internet
- Restricted access: anyone who has a UM Account
- Embargoed: closed for an established period
Closed access: open only to specific users

Embargo End Date (OpenAIRE - recommended for embargoed items)

In case the item is embargoed, enter the date when the embargo is to be lifted, in the following format:

info:eu-rep/date/embargoEnd/2014-10-01 where 2014-10-01 is the embargo date

FP7 Project ID (OpenAIRE)

Use in case the project/research was carried out as part of an FP7 project. Enter in the following format:

info:eu-rep/grantAgreement/EC/FP7/12345 where 12345 is the FP7 Project ID.

Description

This field can be used to include further details about the work submitted, e.g. enlist the content of a book

Access Settings

Private item

Tick on the box if you want to deposit your work for storage. In case you are working with someone else and you want to share the content with only these persons, please contact the OAR@UM Team with the details of the persons in question.

Embargo

These fields should be used only in case that there are embargo issues regarding the contents you are submitting. For further information check our Embargo Policy regarding published works.

If your requests are in conformity with the University of Malta policy issues, please make sure to enter both end of embargo period and the reason why the content is being embargoed.

Uploading a File

File Formats

Many electronic file formats are accepted. However, plain text, XML and PDF/A, Mp3 and Mp4 are recommended. Make sure to check if your file format is accepted before uploading.
Uploading

To upload a file:

- Click on the "Select a file or drag & drop files" button and a window showing your files will appear. You can navigate through your directories and folders until you find the correct file to upload. Double-click on the file name you wish to upload, and the name will be entered into the input box.
- To verify that your file has been uploaded correctly click on the filename. This will download the file in a new browser window, so that you can check the contents.
- Once the correct file name is in the input box, click on the "Next" button to proceed.

File Description

In case that you had more than one file to upload for this item, you will see an input box marked "Description". The information you provide here will help users to understand what information is in each file, for instance, "main article" or "images" or "computer program" or "data set". Enter file descriptions for each item, and click on the "Next" button to proceed.

Review Submission

This page lets you review the information you have entered to describe the item. To correct or edit information, click on the corresponding button on the right, or use the buttons in the progress bar at the top of the page to move around the submission pages. When you are satisfied that the submission is in order, click on the "Next" button to continue.

Click on the "Cancel/Save" button to stop and save your data, or to cancel your submission.

License

OAR@UM requires agreement to this non-exclusive distribution license before your item can appear on OAR@UM. Please read the license agreement carefully. If you have any questions, please contact the OAR@UM Team.

Submission Complete

Now that your submission has been successfully entered into the OAR@UM system, it will be reviewed by the OAR@UM Team. Some submissions might require editing or review steps, while others may be accepted immediately. You will receive an e-mail notification as soon as your item has become a part of the Collection.

If for some reason there is a problem with your submission, it will be temporary rejected and an explanation why the submission was rejected will be given. To make the necessary modifications, please proceed to:

- "Unfinished Submissions" in "My OAR@UM" tab
- Select the title of the submission that needs to be modified by clicking on the "Open" button
- Click on "Edit"
- Carry out the necessary modifications

If you have questions, please contact the OAR@UM Team. You can check on the status of your submission by logging onto the "My OAR@UM" page.

Further Assistance

For further assistance in using the OAR@UM, please contact the OAR@UM Team.

Glossary of Types

Animation: The optical illusion of continuous motion created on film by photographing a sequence of drawings, cartoon cells, or still images, each representing a slight change from the preceding one, then viewing them in rapid succession.

Annotation: A brief note, usually no longer than two or three sentences, added after a citation in a bibliography to describe or explain the content or message of the work cited or to comment on it.

Article: A piece of prose written by one or more authors and published in a scholarly journal. Articles often include a bibliography and an abstract and are ideally peer-reviewed.

Book: A non-periodical publication consisting of a substantial number of pages in one physical piece, usually written by a specialist in the field.