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Commission

 **ocean best
practices**

Ocean Best Practices System

Guidelines for Depositors

Version 2024-11-14

Welcome to **OceanBestPractices**, the repository of community practices in ocean research, applications, operations and data and information management.

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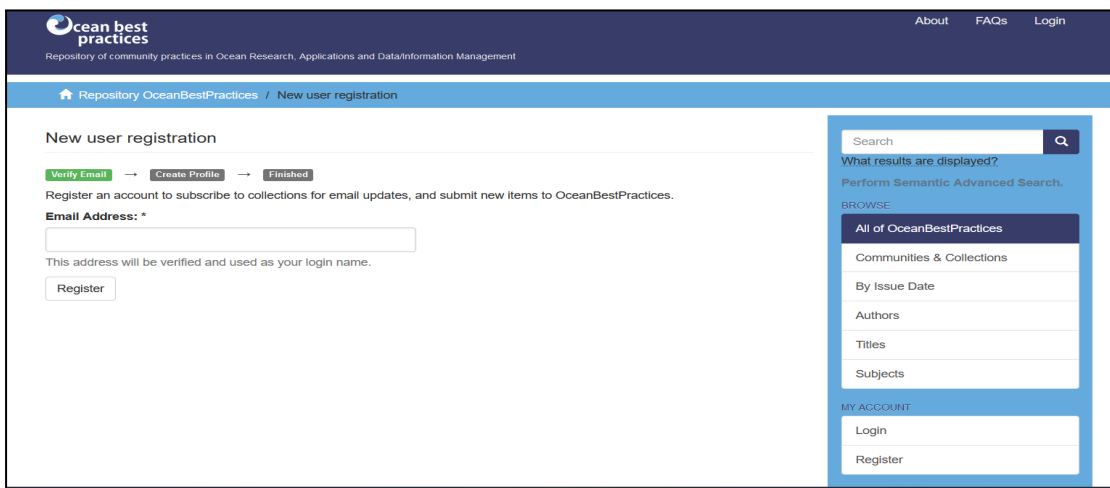
IMPORTANT

[Repository Policy, Terms of Use and Content Scope](#)

before submitting into the OBPS Repository, please read this policy document particularly Section 4: Content Scope.

Registration

OceanBestPractices may be searched and files downloaded by anyone, but before you can deposit into OceanBestPractices, or save searches or set up an RSS feed you must first Register. Go to <https://repository.oceanbestpractices.org/> and click on **Register** on the Right Hand sidebar of the Home Screen.




After you have submitted your registration, you will receive an email requesting you complete your User profile and to contact <https://repository.oceanbestpractices.org/> to discuss which Communities and Collections you wish to make deposits. If you do not receive this confirmation email from OceanBestPractices within three days of your registering, contact <https://repository.oceanbestpractices.org/> and query.


If there is no existing Community/Collection you want to deposit into, you can discuss if a new Community/Collection is required to be added for your use, or consider depositing into the Miscellaneous Community Practices Collection until

you have a significant number of methodologies in the repository.

Once you have received confirmation of your registration and have agreed with the OBPS Repository Manager which Communities/Collections you will deposit into, you may return to [OceanBestPractices](#) and Login (click either at the top RH of the screen or on the RH sidebar).

If you have forgotten your password, click on ‘ **Forgot your password?**’





[About](#)
[FAQs](#)
[Login](#)

Repository of community practices in Ocean Research, Applications and Data/Information Management

[Repository OceanBestPractices](#) / [Sign in](#)

Sign in to OceanBestPractices

E-Mail Address: *

Password: *

[Forgot your password?](#)

[What results are displayed?](#)

[Perform Semantic Advanced Search.](#)

BROWSE

All of OceanBestPractices

Communities & Collections

By Issue Date

Submissions

Your login will take you to your Submissions and Workspace screen. On this screen, you will also see any earlier submissions either deposited or still in your own workspace.

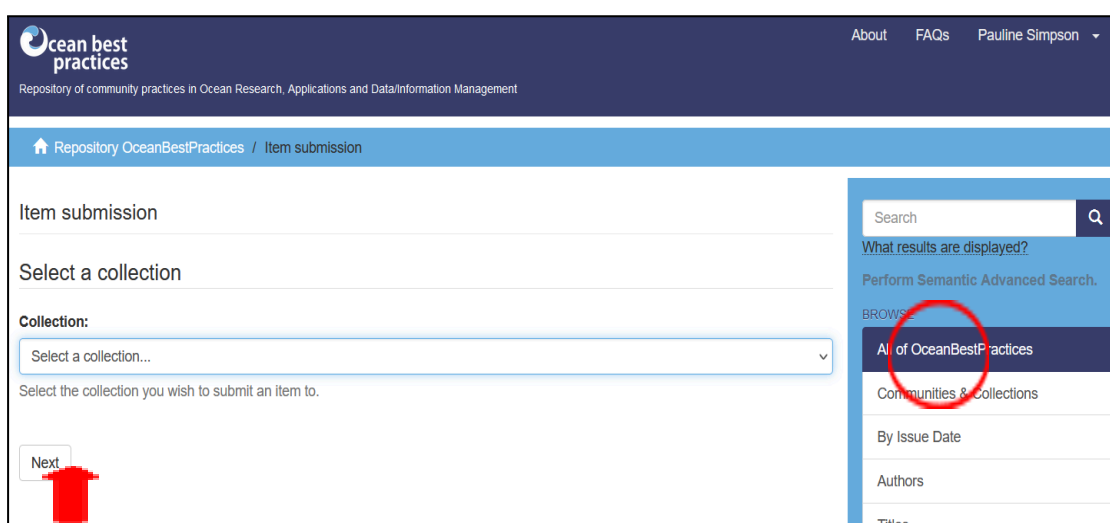
You may start a new submission by clicking on ‘*You may **start a new Submission***’. or you can start from the OceanBestPractices Repository Landing Page and click **Submissions** on the right hand sidebar.

If you wish to **deposit a new version of a title already in the repository** - this can only be done by an OBPS Collection Administrator. Please contact:
repository@oceanbestpractices.org

Item Submission Screen

Clicking on ‘You may **start a new Submission**’ will open a series of screens where you can enter the metadata (descriptive information) about the item you wish to deposit.

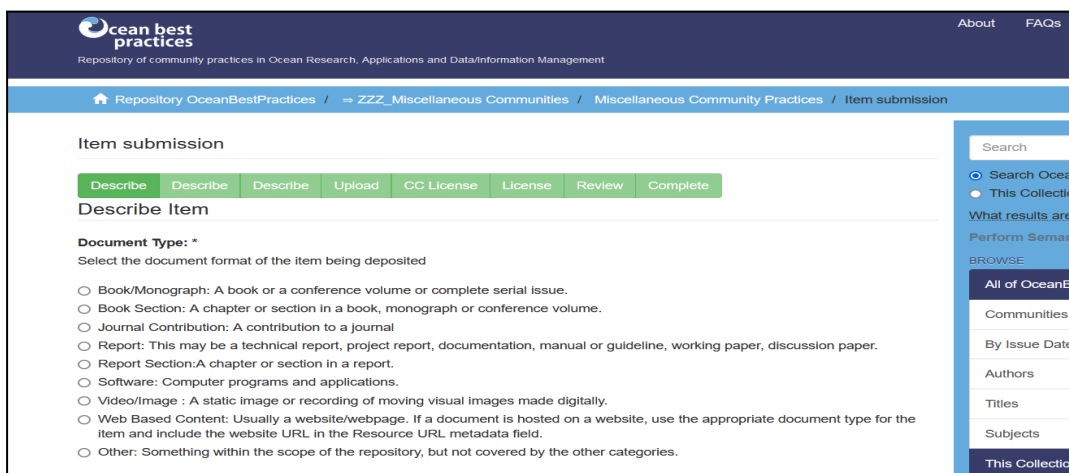
Click the dropdown box and select a Collection (note you will only be presented with Collections into which you have been registered to make submissions). If your Community-Collection/s do not display in the dropdown contact repository@oceanbestpractices.org



Describe Screen 1: Methodology Identification

At any stage, you can leave the submission process by clicking **Save & Exit** and the record will be saved in your workspace for you to work on later (after login your Workspace is displayed).

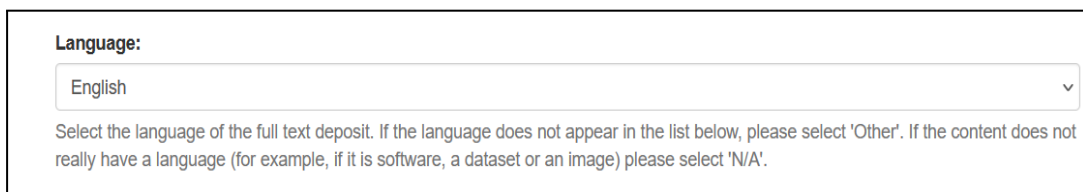
Select one of the Document Types by clicking on the ‘button’ alongside the item description. This selection then defines the metadata fields you will be presented with to complete. Mandatory fields to be completed are indicated with an * (Title; Year of Publication) must be filled with data.



The screenshot shows the 'Item submission' page of the Ocean Best Practices repository. The page has a dark blue header with the logo and navigation links. Below the header, there's a breadcrumb trail: 'Repository OceanBestPractices / => ZZZ_Miscellaneous Communities / Miscellaneous Community Practices / Item submission'. The main content area is titled 'Item submission' and contains a series of green buttons: 'Describe', 'Describe', 'Describe', 'Upload', 'CC License', 'License', 'Review', and 'Complete'. Below these buttons is a section titled 'Describe Item' with a 'Document Type: *' label and a description: 'Select the document format of the item being deposited'. There are several radio button options for document types, including 'Book/Monograph', 'Book Section', 'Journal Contribution', 'Report', 'Report Section', 'Software', 'Video/Image', 'Web Based Content', and 'Other'. A right sidebar contains a search bar and a list of categories: 'All of OceanBe', 'Communities &', 'By Issue Date', 'Authors', 'Titles', 'Subjects', and 'This Collection'.

Language

Use the dropdown selection to select the Language of the full text deposit. If it is an image or software select 'N/A'. If the language of the document is not listed select 'Other'



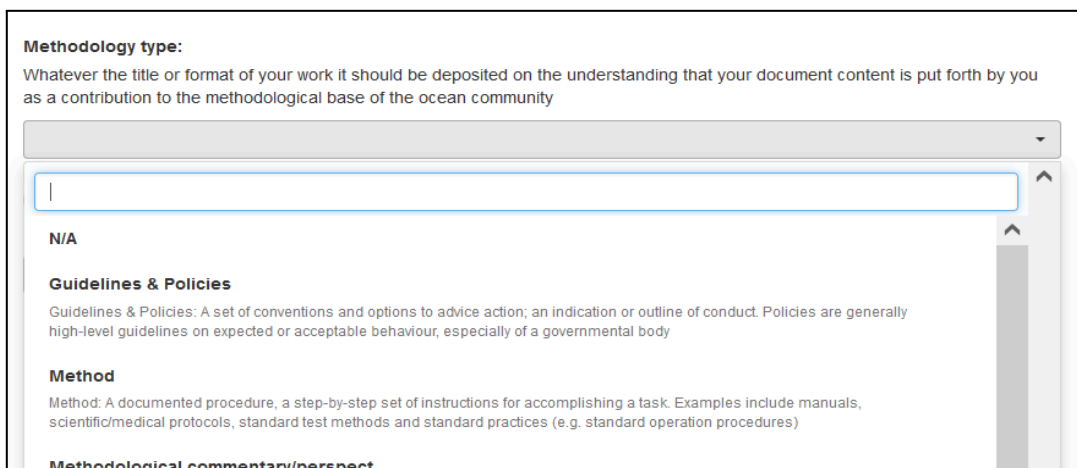
The screenshot shows a 'Language:' label above a dropdown menu. The dropdown menu is open, showing 'English' as the selected option. Below the dropdown, there is a text instruction: 'Select the language of the full text deposit. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is software, a dataset or an image) please select 'N/A'.'

Methodology Identification

The following metadata is collected to identify the methodological category of your deposit.

Methodology Type

Click the dropdown box and select as many of the methodological types that apply to your deposit. When selection is complete, click outside the selection box.



The screenshot shows the 'Methodology type:' section. It includes a text instruction: 'Whatever the title or format of your work it should be deposited on the understanding that your document content is put forth by you as a contribution to the methodological base of the ocean community'. Below this is a large, multi-selectable dropdown menu. The menu is currently open, showing a search bar and a list of options. The first option is 'N/A'. Below the dropdown, there are two sections: 'Guidelines & Policies' and 'Method'. The 'Guidelines & Policies' section contains a description: 'Guidelines & Policies: A set of conventions and options to advice action; an indication or outline of conduct. Policies are generally high-level guidelines on expected or acceptable behaviour, especially of a governmental body'. The 'Method' section contains a description: 'Method: A documented procedure, a step-by-step set of instructions for accomplishing a task. Examples include manuals, scientific/medical protocols, standard test methods and standard practices (e.g. standard operation procedures)'. At the bottom, there is a label 'Methodological commentary/aspect'.

Adoption Level

Select how broadly your deposit has been adopted/used

Adoption level:

☐ Novel (no adoption outside originators)
☐ Validated (tested by third parties)
☐ Organisational
☐ Multi-organisational
☐ National
☐ International
☐ N/A

Please indicate how broadly the uploaded methodology is used and/or adopted; please select all that apply.

Endorsement (author declared)

Please select from the left-hand dropdown, the category of practice/standard and if applicable in the right-hand free text box if the deposit has been recommended for use by an organization. Click Add. If more than one organization has recommended complete the boxes again with the different organization names/s

Endorsement (author declared):

Please indicate if your submission (in its entirety) has been endorsed by an organisation or community as one or more of the following:

De jure standard

▼

Add

De jure standard: A methodology that an official authority has legally declared as a reference or authoritative model.

De facto standard: A methodology that has become a reference or authoritative model through wide adoption and common use in at least one community of practitioners.

Good practice: A methodology that has repeatedly produced reliable, fit-for-purpose results with regard to its stated objectives.

Recommended practice: A methodology that has been recommended for use by an authority, organisation, community, or other group.

Best practice: methodology that has repeatedly reproduced superior results relative to other methodologies with the same objective and which has been adopted and employed by multiple organisations.

Endorsement (external)

This last field for methodology identification and recommendation asks if your submission has been officially 'endorsed'/recommended by a recognised OBPS recognised endorsement group or authority. Only complete if the document has been 'officially endorsed'

Select from the left-hand dropdown the relevant response and add in the right-hand free text box the name of the group. If a

certification of recommendation/'endorsement' is available, please upload that with the full text file. Click [Add](#)

Endorsement (external):

Please indicate whether this submission (in its entirety) has been endorsed by an organisation or community.

External endorsed by

Add

External endorsed by

Not external endorsed

Describe Screen 2 - Bibliographic metadata

Fill in information about your deposit for each of the applicable fields. Remember different metadata fields will be presented for different document types, so you will not necessarily see all the following metadata fields when entering different document types eg. Report fields will be different to Journal Contribution

If provided click [Add](#) when you have entered the metadata in each field (this is so that you can input more than one entry – note when you press [Add](#) the metadata is displayed underneath the field Help text is provided for each metadata field

Mandatory fields are marked * and must be completed (Title and Date)

Author or Editors

As a rule, you should enter the authors/editor's names as they are presented in the publication you are depositing. enter the Last Name/First Name data and click [Add](#). Every author listed in the publication should be added in the order given in the publication and click [Add](#) after each one is entered

Adding [ORCID](#) (author unique identifier)

Enter the author/editor Family name in Last Name and First name/s in that field then click LookUp. **Ensure that in the ORCID search box the last and first name are separated with a comma** eg. Smith, John. It will take a moment and you will be presented with a listing of authors/editors with last names/first names like the one you have entered. Click the name format you want to use and then click [Add](#). If you are unable to identify an ORCID then click [Add](#) to enter the Last Name and First Name that you manually input.

Corporate Author – enter an organization or project name normally only if there is not author or editor.

Date of Issue (publication) - It is only necessary to enter the **YEAR**.

Review Date - Enter the date your document should be reviewed for updates if that has been decided..

Title

Complete this field with the title as given on the title page. Include Volume or Edition in the title field. Any additional title information that is not on the title page should be added with square brackets []

Other Titles

Translated title (English or Non-English) or shortened or commonly known title, eg. *Guide to best practices for ocean acidification...* is also known under the title '*The OA Bible*.'

Place of Publication

Enter both the city and country eg. Paris, France, unless it is in the USA when city and state abbreviation are entered eg. Silver Spring, MD

Publisher - This can be an organization name or a commercial publisher.

Pages

Where documents are paginated enter the number of pages eg. 239pp.; 23pp. & Appendices

Series/Report No.

Some books and reports are part of a numbered series, enter the full name of the series and enter the number in the separate fields

Identifiers

Use the dropdown to select each of the identifiers for the document and complete the free text box alongside.

OBPS will issue a DOI only if one is not identified in this metadata field.

Identifiers (DOI Original, ISBN, ISSN):

DOI Original

DOI Original
ISSN
ISBN
Other

associated with it, please select the type of identifier from the dropdown and enter

Resource URL

Use the dropdown and if your methodology has an official publisher URL; or stores its data or code in a separate Repository, enter the URL or URI in the text box and click **Add**. More URLs can be added if appropriate

Resource URL:

Publisher, organisation, project etc

Publisher, organisation, project etc
Code Repository
Dataset
Other

er URL in box.

le):

Contact Name Including ORCID or Email (if available):

In the next field enter the contact details for the author or responsible person for the methodology.

Contact Name Including ORCID or Email (if available):

Name

Name
Email
ORCID

; if not we strongly recommended obtaining an ORCID

For Journal Articles:

Journal Title

Enter the **full** journal title, do not use title abbreviation.

Volume

Enter the Journal volume number as indicated on the article

Issue/Article Number

Enter the issue number of the volume or unique number of journal issue. Some e-journals only use an article number Add this here eg. Article e45690

Page Range

Enter as pp.50-120; or if depositing a complete issue pp.1-175 or if the article has only total pages 12pp.

Describe Screen 3 - Abstract and Non-Bibliographic metadata

To increase discovery of your deposit you are strongly advised to complete the Abstract and Subject Keywords metadata fields.

Abstract/s

Enter both the English and original language. Copy and paste into the English language box, then copy and paste the second language abstract into the second box. Sometimes the pasted text is not well aligned, but when the record is added it will be formatted. Note check symbols when copy and paste and correct. Italics will not be displayed

Abstract (English): <div></div> <p>Enter the abstract of the item. If the full text deposit is in a non-English language, an English abstract must be provided.</p>
Abstract (Other Language): <div></div> <p>Enter the abstract of the item, in any other language (if required).</p>

Maturity Level

Select from the dropdown box the Technology Readiness Level most appropriate for the BP. Otherwise leave at N/A.

Maturity Level:
If applicable please note the maturity level/technology readiness level of the methodology. Select one from the dropdown

☐ N/A: where maturity level not applicable (DEFAULT)

☐ Mature: Methodologies are well demonstrated for a given objective, documented and peer reviewed; methods are commonly used by more than one organization (TRL7-9)

☐ Pilot or Demonstrated: Methodologies are being demonstrated and validated; limited consensus exists on widespread use or in any given situation (TRL 4-6)

☐ Concept: A methodology is being developed at one institution(s) but has not been agreed to by the community; requirements and form for a methodology are understood (TRL 1-3)

Spatial Coverage

The Marine Regions vocabulary is used to populate this field. Insert some text to search, then click the Marine Regions Lookup button and select appropriate regions. Click **Add** after each regional selection.

Spatial Coverage:
Insert some text to search, then click the Marine Regions lookup button and select appropriate regions. Click Add after each regional selection

Lookup

Sustainable Development Goals (SDG)

Click the SDG Goals .. tab, click each goal and select individually all the SDG Goal-Target-Indicator down to the Indicator level eg. 14.2.1, if possible but it is necessary to select the Goal AND target. Click **Add** after each SDG selection

Sustainable Development Goals (SDG):

Add

Click the 'SDG Goals, Targets, Indicators' button below to select appropriate SDG Goals, Targets and Indicators. Expand the display by clicking on the folder icon to see all Goals, Targets and Indicators for each SDG.

SDG Goals, Targets, Indicators

Essential Ocean Variables

Click the EOV button and select all applicable EOV. Select individually and click **Add**. Expand the display by clicking on the folder icon to see all sub-disciplines.

Essential Ocean Variables (EOV):

If your submission was developed to be compatible with the GOOS EOV (following relevant specifications: <https://goosocean.org/what-we-do/framework/essential-ocean-variables/>). Please click the EOV button and select all applicable EOV. Select individually and click Add. Expand the display by clicking on the folder icon to see all sub-disciplines.

Essential Biodiversity Variables

Enter individually (copy and paste) each appropriate EBV from the URL <https://geobon.org/ebvs/what-are-ebvs/> and click **Add**

Essential Climate Variables

Enter individually (copy and paste) each appropriate ECV from the URL <https://gcos.wmo.int/en/essential-climate-variables/table> and click **Add**

Other Variables

Enter individually with free text and click **Add** any other relevant variables not already covered.

Sensors

If applicable enter type of sensor and manufacturer if mentioned in the document

Subject: Parameter Discipline

-

Subject: Data Management Practices

-

Subject: Instrument Type

For these three fields, controlled vocabularies have been loaded into OceanBestPractices, to permit selection of predetermined terms.

Click **the keyword and phrases tab under each field** and the selection will display; click each term individually and Click **Add**, to add more terms click **keyword and phrases tab** again. Each main category can be expanded by clicking the icon alongside the category



Subject: Other

Provides a metadata field for the input of any uncontrolled retrieval terms (not covered by the vocabularies). Input each term or phrases individually and click **Add** Start each term or phrase with a capital letter e.g Marine spatial planning

Subject: Other:

Enter any other subject keywords or phrases individually and click Add

Additional Information

Enter any important notes or information that is not included in the metadata

Publication Status

Select from the dropdown

Publication Status:

Published

Published
Submitted
In Press
Unpublished

Current Status

Select from the dropdown

Current Status:

Current

Current
Emerging
Superseded
Obsolete

Refereed Status

Select from the dropdown box whether your deposit has been peer reviewed (Refereed or Non-Refereed)

Citation

A citation will be provided by the system from the metadata elements you have input. Please review and make any edits you wish.

Funders

If your document has been produced under a research grant or sponsorship add the information in free text eg. European Union, H2020 Programme.

Article submitted to RT

Relates **only** to journal articles that have been submitted to *Frontiers in Marine Science Research Topic Best Practices in Ocean Observing*

Upload File

- Next, you will Upload your digital file (most commonly a pdf). Every record (except Document Type Web-based Content) **MUST** have a full text file uploaded.
- Use the Browse button to find the file on your computer (unfortunately you cannot upload directly from a URL yet), then click on Next (or Upload file OR add another if you have more than one file to upload).

Item submission

Describe

Describe

Describe

Upload

License

Review

Complete

Upload File(s)

File: *

Browse...

No file selected.

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer. System supports thumbnailing for PDF and JPEG files. ONLY, PDF Files generated using Adobe will generate proper thumbnails.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file OR add another

< Previous

Save & Exit

Next >

When the file is uploaded the screen will display the file details and you have the opportunity to provide additional file information by clicking on **Edit**.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file OR add another

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> GuidelinesSubmissionAOD.pdf	886041 bytes	Unknown	application/pdf (Supported)	Edit

File checksum: MD5:6a200dbce01ab2d86b2c2d4099b605fe


[Remove selected files](#)

[< Previous](#)
[Save & Exit](#)
[Next >](#)

Complete any additional information you want to add then Click on **Save** which will take you back to the Upload File screen. Click **Next**

CC License Screen

License Your Work (Rights Management)



Repository of community practices in Ocean Research, Applications and Data/Information Management

[Repository OceanBestPractices](#) /
 [ZZZ_Miscellaneous Communities](#) /
 [Miscellaneous Community Practices](#) /
 [Item submission](#)

Item submission

[Describe](#)
[Describe](#)
[Describe](#)
[Upload](#)
[CC License](#)
[License](#)
[Review](#)
[Complete](#)

License Your Work

If you wish, you may add a [Creative Commons](#) License to your item. **Creative Commons** licenses govern what people who read your work may then do with it. Choosing **Creative Commons** in the dropdown box gives you the opportunity to define access.

Select or modify your license ...

- Public Domain
- CC0
- Creative Commons
- No Creative Commons License

Select or modify your license ...

[< Previous](#)
[Save & Exit](#)
[Next >](#)

If you select the Creative Commons option the following screen will appear and you can then select which of the use permissions apply to your deposit and the correct CC license will be added to the metadata.

eg. CC-BY = Allow commercial use of your work YES; Allow modifications to your work YES. Click **Next** when completed.

Describe Describe Describe Upload CC License License Review Complete

License Your Work

If you wish, you may add a [Creative Commons](#) License to your item. **Creative Commons** licenses govern what people who read your work may then do with it. **Choosing Creative Commons** in the dropdown box gives you the opportunity to define access.

License definitions:
Public Domain: Free for use by anyone for any purpose. [More: Here](#)
CC0: You can waive all copyrights. [More: Here](#)

License Type:

Creative Commons

An error occurred ... Invalid answer in answers.

Allow commercial uses of your work? ⓘ


☐ Yes
☒ No

Allow modifications of your work? ⓘ

☐ Yes
☒ ShareAlike
☐ No

Deposit Agreement

The final step is to click on the **I Acknowledge this Agreement** check box. In doing this you confirm that what is submitted is not in copyright violation, that non-exclusive rights are given to the OceanBestPractices Repository for internet distribution for non-commercial educational use only and that necessary format changes can be made for preservation of the digital package.


Repository of community practices in Ocean Research, Applications and Data/Information Management

Repository OceanBestPractices / → ZZZ_Miscellaneous Communities / Miscellaneous Community Practices / Item submission

Item submission

Describe Describe Describe Upload CC License License Review Complete

OBP DEPOSIT AGREEMENT

In self-archiving this collection of files and associated bibliographic metadata (Work) whether personally or through an assistant or other agent, I grant OceanBestPractices the right to store them and to make them permanently available publicly for free on-line. Rights granted to OceanBestPractices through this agreement are entirely non-exclusive. I am free to publish the Work in its present version or future versions elsewhere. I agree that OceanBestPractices may, without changing content of the repository copy, translate the Work to any medium or format for the purpose of preservation or discovery. I understand that once the Work is deposited, a citation to the Work will always remain visible, although the author retains the right to update the Work. Removal of the Item can be made after discussion with the OceanBestPractices repository administrator. I declare that I have the authority of the authors to make this agreement and I understand that IODE does not assume any responsibility for any content errors, or any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright or specify document use permissions within their work e.g. Creative Commons).

Clicking 'I acknowledge this agreement' indicates your acceptance to these terms.

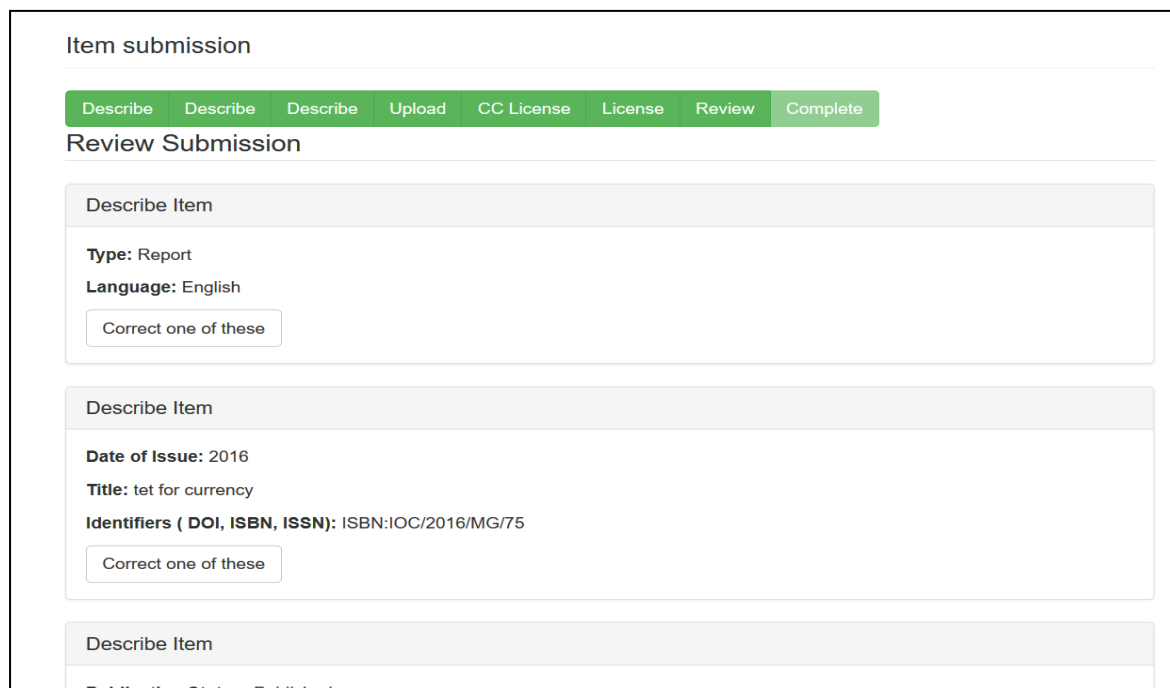
Acknowledgement:

☐ I acknowledge this agreement

< Previous Save & Exit Next >

Review Submission Screen

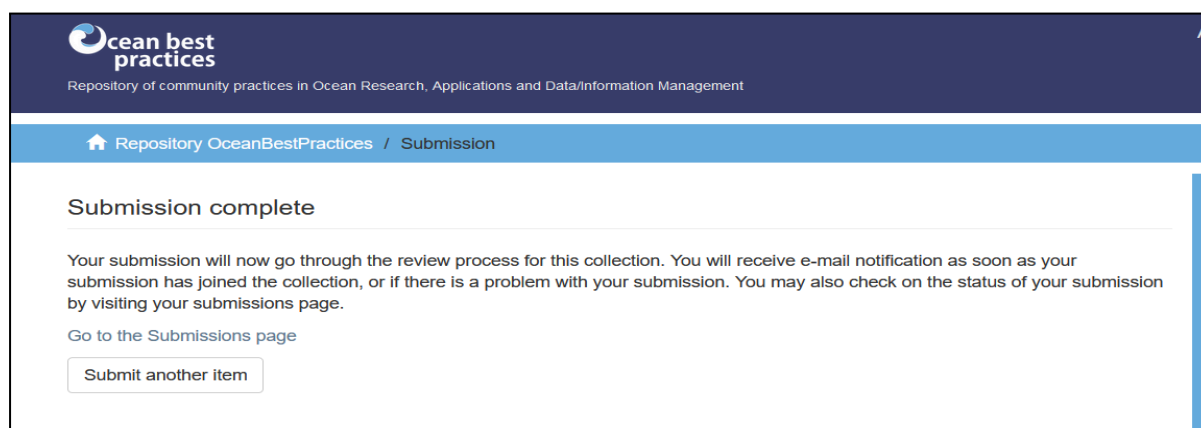
You are given the opportunity to review and correct any metadata on this screen. Click [Correct one of these](#) to edit the metadata within that section and it will take you back to the metadata form fill screen.



The screenshot shows the 'Item submission' interface. At the top, a horizontal navigation bar contains buttons: 'Describe', 'Describe', 'Describe', 'Upload', 'CC License', 'License', 'Review' (highlighted), and 'Complete'. Below this is the 'Review Submission' section. It contains three identical-looking panels, each with a 'Describe Item' header. The first panel shows 'Type: Report' and 'Language: English' with a 'Correct one of these' button. The second panel shows 'Date of Issue: 2016', 'Title: tet for currency', and 'Identifiers (DOI, ISBN, ISSN): ISBN:IOC/2016/MG/75' with a 'Correct one of these' button. The third panel shows 'Publication Status: Published'.

When you are satisfied with the metadata click [Complete Submission](#).

Congratulations!!



The screenshot shows the 'Submission complete' screen. At the top is the 'ocean best practices' logo and tagline: 'Repository of community practices in Ocean Research, Applications and Data/Information Management'. Below this is a blue navigation bar with a home icon and the text 'Repository OceanBestPractices / Submission'. The main content area has the heading 'Submission complete'. Below the heading, a paragraph states: 'Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.' Below this paragraph is a link 'Go to the Submissions page' and a button 'Submit another item'.

You can now [Start a new submission](#) or Logout.

An email will now be sent to the Editor of your Collection, who will review the record and either Approve it and the record will appear in the live repository and display in Recent Additions or Reject it with notification to you for the reason – the record will appear back in your Workspace.

As soon as your item is approved by one of the editors, it will be moved into the active repository and you will be notified by email. We aim for a maximum 48 hours turn-round time.

Contact repository@oceanbestpractices.org if you do not receive any notification concerning your deposit within 4 days.

Feedback on the OceanBestPractices Repository is welcome, please use the [Send Feedback](#) facility displayed at the bottom of each page.

There is also a Help facility.

Information and Contacts

Any correspondence concerning OceanBestPractices should be sent to repository@oceanbestpractices.org

Some common problems from Depositors	
Metadata fields all have a HELP text under the field indicating how the metadata should be input – the input format should be followed.	
Authors - Incomplete list of authors or in wrong order or all in Upper Case	<i>Enter all authors in correct order and format Upper and Lower Case</i>
Title all in capital letters	<i>Use upper and lower case.</i>
Title not finished with a full stop.	<i>Enter the full stop</i>

Pages entered without pp. or just p.	<i>Enter e.g. 53pp.</i>
Page range entered without pp. in front	<i>Enter pp. e.g. pp.9-13</i>
Missing data e.g. publication date, pagination , place of publication, publisher etc.	<i>Open PDF and find and enter missing metadata OR Try to obtain more metadata information from the internet</i>
Organization entered as corporate author when it is only the authors parent organization	<i>Delete the organization from the Corporate author field.</i>
Full text file (pdf preferred) not uploaded	<i>No record will be accepted without a full text file uploaded (except Web-based Content)</i>
Uploaded PDF file unable to be opened or bad quality	<i>Record will be returned to depositor</i>
DOI initials entered into the metadata field e.g. doi: 1xxxx.	<i>Enter only the number in the DOI field eg. 10. xxxx</i>
Format of journal title, publisher, punctuation at variance with previous input	<i>Endeavour to maintain uniformity of format for items from the same publication or series</i>
Abbreviated Journal title entered	<i>Enter the full journal title</i>

Subject/Uncontrolled Keyword terms entered as a string	<i>Enter each term or phrase individually and click Add after each one</i>
[end]	