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Ocean Best Practices System Guidelines for Editors

Version 2024-04-30

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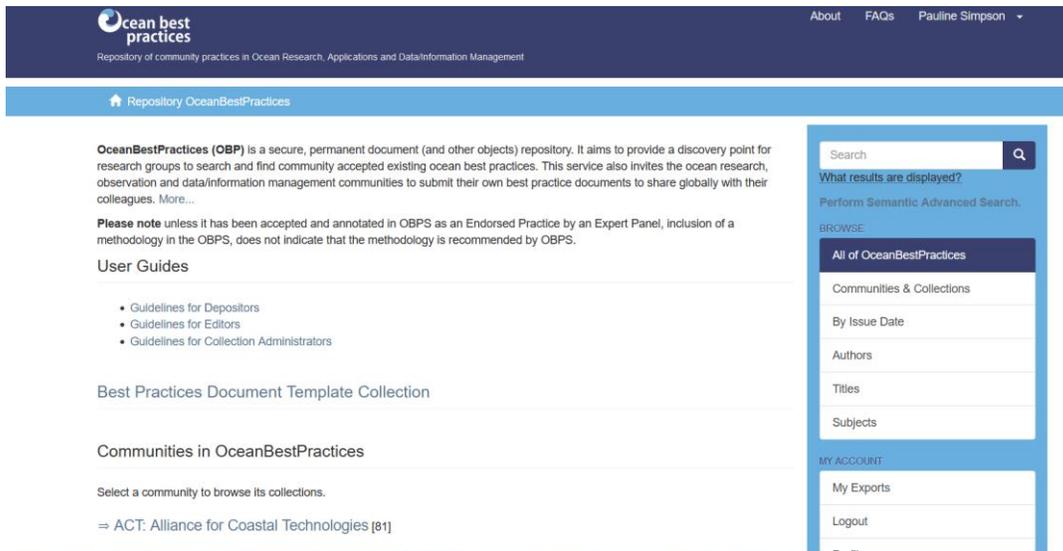
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Introduction

This document will guide Editors through the workflow stages and the process of approving, rejecting, or editing items submitted to OceanBestPractices

<https://repository.oceanbestpractices.org/>

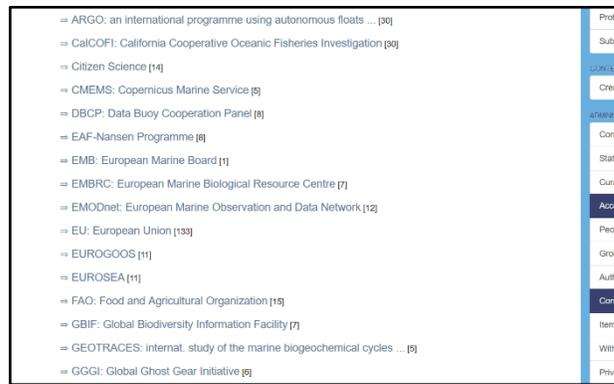


OceanBestPractices is the IOC Repository of Community Practices in Ocean research, observation and data and information management.

The ability to submit, review, edit and/or approve a record requires a specific level of authorization. If you have any questions regarding your authorization level or related tasks, please contact the OBPS Repository Manager.

Communities and Collections

OceanBestPractices content is organized around Communities and Collections. Communities are top level aggregations, Organizations (International and National) and projects etc). New Communities can only be added by Administrators after agreement from the [OBPS Repository Manager](#). Within the top-level Community there can be Sub-Communities. Each Community or Sub-Community contains one or more collections of submitted items.



All deposits, by whoever they are made, are held in a Review Area until they have been checked by a Collection Review Editor. Only when a deposit has been approved by an Editor is it moved to the public area of the repository. Immediately after records have been approved they appear in Recent Additions (accessed by clicking [OceanBestPractices Home](#)), and after overnight indexing the record will be subject searchable, the thumbnail will be system generated and a DOI issued. (FYI – the OceanBestPractices software version is at present DSpace 6.3)

Permission Profiles

There are four levels: Submitter; Collection Review Editor; Collection Administrator, Administrator. Each level gives additional access to functionality. All who register will be allocated as a submitter to a Collection after discussion with the OBPS Repository Manager, but to become a Collection Review Editor or Collection Administrator, it is necessary for the OBPS Repository Manager to upgrade your user permissions. This normally happens when it is judged that the candidate has had considerable submission experience

Submitter:

These are individuals that have permission to submit new items to any collection to which after discussion, they have been allocated permission on registration. Typically, this work is performed by designated persons though, in some cases, authors may deposit their own work, but of course they must go through the registration process first.

Collection Review Editor:

The people responsible for this step have considerable experience in submission; they are able to edit the metadata of **incoming submissions**, and then accept or reject them and

while doing that edit the metadata. Editors receive automatic email notifications when a new submission requires review for any Collection for which they are responsible. Ideally, new deposits should be reviewed within 48 hours of submission.

Collection Administrator

Collection administrators decide who can submit items to the collection, edit item metadata (**after submission**), and add (map) existing items from other collections to this collection (subject to authorization for that collection).

Community Administrator

Community Administrators can create new Collections within a particular Community, decide who can submit items to the collection, edit item metadata (**after submission**), and add (map) existing items from other collections to this collection (subject to authorization for that collection) and create new versions of records

Administrator:

There are only two administrators with overall control over OceanBestPractices: the Project Manager and the Technical Manager. In addition to all activities of other Administrators they can add new Communities and have overall control of the repository.

Responsibilities of Review Editors

To be a Collection Review Editor you will have had extensive experience of working with repository bibliographic databases, and particularly as a depositor to the OceanBestPractices. Allocation of records to individual editors is based on Community and Collection permissions, not on the depositor. Review Editors, can edit the metadata of **incoming** submissions, and then accept or reject them. For this reason, most collections in OceanBestPractices will have an assigned experienced Editor

NOTE : only a Collection Administrator can edit records **AFTER** they have passed into the live repository.

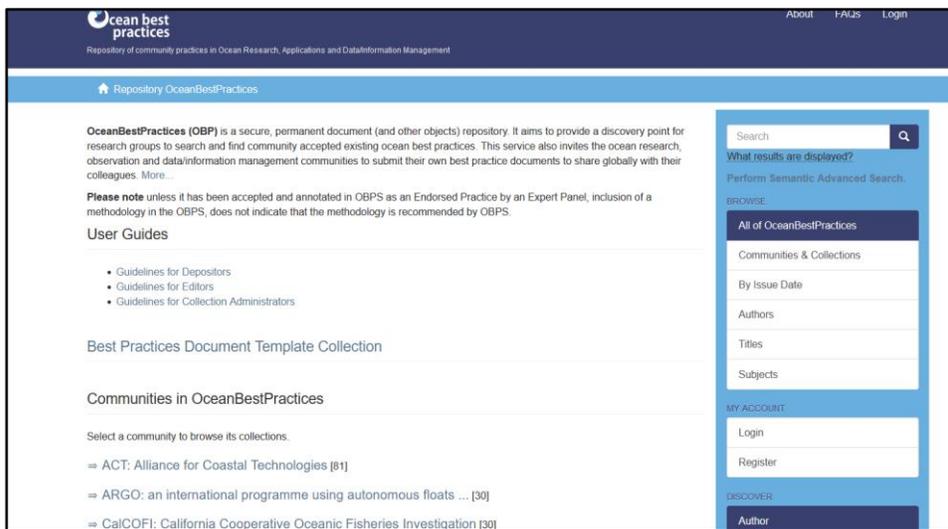
- Review the record within 48 hours of submission.
- Quality control of records metadata
- Uniformity/Consistency of metadata
- Copyright compliance
- Share with OBPS Repository Manager any queries concerning a record.

The following instructions detail the basic review workflow in OceanBestPractices for Editors. Please note that you must be authorized by the OBPS Repository Manager to perform these tasks.

Instructions for submitters may be found in a separate [Guidelines for Depositors](#) and Editors should validate, that all the input guidelines in the document have been followed in the record submitted.

Login

On the OceanBestPractices homepage at <https://repository.oceanbestpractices.org/>, in the Right-Hand sidebar, click on Login under "My Account" or on the top bar. To Login you need your registration email and password.



The screenshot shows the OceanBestPractices homepage. The right-hand sidebar contains a search bar, a 'MY ACCOUNT' section with 'Login' and 'Register' buttons, and a 'DISCOVER' section with an 'Author' button. Red arrows point to the 'Login' button and the 'Author' button.

Approving, editing, rejecting submissions

Now that you have logged in, you will have new menu options on the home page right hand side bar. Locate and click on **Submissions** in the Right-Hand sidebar menu. This menu item will take you to your [Submissions & workflow tasks](#) page where you can locate records waiting for review.

Workflow tasks

These tasks are items that are awaiting approval before they are added to the repository. There are two task queues, one for tasks which you have chosen to accept and another for tasks which have not been taken by anyone yet.

Tasks you own

Task	Item	Collection	Submitter
<input type="checkbox"/> Submission being edited	10,000 meter underwater glider	NCOSM Standards and Practices	email: Lingling Yuan
<input type="checkbox"/> Submission being edited	Title for guideline example	Miscellaneous Community Practices	email: Pauline Simpson

Tasks in the pool

Task	Item	Collection	Submitter
------	------	------------	-----------

Tasks in the Pool

Tasks in the pool, are waiting to be claimed by the Collection Review Editor who will have received an email informing them that a new deposit has been made into a Collection for which they have editorial responsibility. – tick against the record and click **Take selected task** to claim responsibility for reviewing., after that no other Review Editor can see and review the record to accept into the live repository.

Tasks you Own

Tasks you own are items you have already claimed - click on the title of the record (submission) that you need to work on .

Before starting your Review - check in the live repository to ensure the record is not a duplicate of an existing record or a new version.

- **Duplicates should be returned to the depositor with a request for them to delete it from their own workspace**
- **New versions (at the moment) will need to be dealt with by the Repository Manager.**

Review Editor WorkFlow

Once you have claimed a task, you will have the option to approve, reject, or edit the item before it goes into the live repository. You may also choose "cancel" if you wish to leave the task for another time.

Click on the "Edit Metadata" to review the submission and determine whether it can be approved or rejected.

Actions you may perform on this task:

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".

If you have reviewed the item and found it is **not** suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and resubmit.

Select this option to change the item's metadata.

Return the task to the pool so that another user may perform the task.

Cancel

Approve item

Reject item

Edit metadata

Return task to pool

My Export

Logout

Profile

Submissions

CONTEXT

Edit Collection

Item Map

Export Collection

Export Metadata

The record will open in edit mode for you to review:

1. Does the submission comply with the document inclusion policy?

The Repository Policies and Terms of Use are held on the Repository home page <https://repository.oceanbestpractices.org/page/terms>. You will need to be familiar with all these policies and particularly Section 4 on Content Scope

4. Content Scope

This section defines the parameters of content that are appropriate for a document to be deposited into the OBPS Repository. The OBPS Repository Team, in consultation with experts in the respective field, has the right to reject any deposit not deemed to be within the content scope of the repository.

- *Deposits should be made on the understanding that the content is a contribution to the methodological base of the ocean community (see 4.1)*
- *The focus of the content should be methodologies applied in ocean-related sciences (see 4.2)*
- *Methodologies should support global and regional interoperability across the ocean information value chain from requirement setting, through observations to data management and ultimately to the end user applications and societal impacts*

4.1. Thematic

The OBPS Repository includes a range of ocean-related thematic topics such as methods/practices in ocean and related sciences research, data and information and applications across the ocean value chain representing disciplines such as: biology, chemistry/geochemistry, computing/data management, environment/pollution, geology/geophysics, meteorology/atmosphere, physical oceanography, research support, resources/fisheries, technology/engineering, modeling and analyses, administration and social sciences such as ethics, interdisciplinary topics and methods which impact knowledge of the oceans and that the ocean may impact.

The open ocean and coastal environment scope for the repository, extends from the deep waters of the open ocean to estuarine/brackish and freshwater environments.

4.2 Methodology Scope

As a guide, the following are types of methodologies accepted into the repository:

- **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*

- **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 operating procedures)
- **Methodological commentary/perspective:** Narrative reflections on or discussion of a methodological document
- **Description of a metrology standard:** Documentation of a physical standard or procedure used for metrology (e.g. a manufactured object used to calibrate sensors)
- **Open Standards** for observations, data management, modeling, visualization and applications.
- **Specification of criteria:** a description of requirements (e.g. a technical, quality assurance and inclusivity requirements) that a methodology should comply with in order to fulfill the expectations of a community or organisation
- **Reports with methodological relevance:** a report of any activity which has relevance to methodology (e.g. a set of existing methods were compared, a report on a field expedition where new technology was tested, or a report on a computational benchmarking experiment)
- **Training/Educational material:** Documents designed specifically for training and/or educational activities, rather than to accomplish a task in an operational context.

Methodology types can be published as :

- [Equipment User Manuals](#)
From developer/manufacturer. Good for assembly and for deployment, Specs often recorded in unrealistic environment
- [Standard Operating Procedures \(SOP\)](#)
Very comprehensive one parameter, one problem description, describe method and not nuances of specific design
- [Best Practices \(guides, manuals, cookbooks, etc\)](#)
Practical knowledge plus elements of the two above categories. Often developed for specific environments, phenomenon or platforms and by single experts or institutions.
- [\(Certified\) Reference Materials](#)
Provide trusted reference for calibration and quality control
- [Published Papers](#)
Methodology/protocol described in a published journal/book article.
- [Best Practices Documents \(OBPS Templates available\)](#)
Written by practitioners for the community, often used as the basis for a published peer review article.
- [Training Courses](#)
Documentation and video that includes the content of the training course

If in doubt about compliance with the repository content scope, consult with the Repository Manager or members of the Steering Group. If the submission DOES NOT comply with the

above criteria, then it will need to be rejected using the 'Reject Item' option you see when opening the record.

An explanation of why the submission does not comply with the repository criteria is a mandatory requirement when you return a record to a depositor.

Please enter your reason for rejecting the submission into the box below, indicating whether the submitter may fix a problem and resubmit.

Reason: *

2. Can you open and read the uploaded file

If you cannot open or read the uploaded file, then reject the record using Reject Item function. A scanned pdf (ie you cannot copy and paste from it) is not machine readable and is therefore not acceptable. Try to open on another device in case the problem is your own machine.

Metadata QA

You should be very familiar with the requirements explained in the [Guidelines for Depositors](#) and these Editor Guidelines

It is advisable to have the deposited document file open, so that you can check the accuracy and quality of input, but also that you can check that the correct metadata has been entered into the correct OBPS metadata field. Some metadata fields require knowledge of the document and these need to be carefully evaluated.

Select the 'Edit Metadata' action and it allows you to review each metadata input field to see if you wish to modify the metadata supplied by the item's submitter. You will have several screens with metadata fields; you may edit or add new information to any of these fields. Small obvious typos can be corrected by the Review Editor but if there are major problems the record should be returned to the depositor.

Metadata fields all have a **HELP** text against the field indicating how the metadata should be input – the input format should be followed.

METADATA FIELD	WHAT TO CHECK	COMMON PROBLEMS
Document Type	Correct type selected	Wrong document type does not provide the correct metadata fields for input
Language	Document language	Dropdown selection not used
Methodology type:	The correct selection has been made	Nothing selected
Adoption level:	The correct selection has been made	Nothing selected
Endorsement (author declared):	That external endorsement has not been entered in this field	
Endorsement (external):	Only completed if an OBPS recognised endorsing entity is identified otherwise enter in (author declared)	
Authors	ALL must be input (no matter how many) authors are entered in the order and author format from the document	Incomplete list of authors or in wrong order or wrong field. All the names or all initials have not been input
	Names are in the correct metadata field, either Authors or Editors or Corporate Author	Authors and Editors entered in the wrong field
Author ORCID	Input should include ORCID (Lookup available on the interface)	Not searched
Editor	Is an editor/s identified in the document as Editor	Not input, or the name of someone who

		approved a document is input which is wrong
Corporate Author	Corporate author entered only when an organisation/project is cited in the document as a corporate author	Publisher entered as Corporate author; Author's parent organisation entered as corporate author
Title (Mandatory field)	Title using upper and lower case ; nouns and place names should be capitalised (and acronyms)	Title all in capital letters
	Version: Ensure the version is entered after the title eg. Version 3.1.	Version (or volume or edition) omitted
	End title with a full stop	Full stop Omitted
	It can be in the language of the document, but if not English then the English title should be input into Other Titles field	Not provided because there is no English title and abstract. Reject
Other titles	Not used unless alternate title eg. translated available (see above)	
Date Issued (Mandatory field)	Year only should be entered	yyyy-mmm-dd used – reduce to just year
Review date	If in the metadata field – check where the date came from	Not usually provided in document
Publication Place	City, Country USA replace country with State abbreviated eg Maryland change to MD	Often omitted
Publisher	Important for reports - identify	Omitted
Pages	Pages is the page number at the end of the document. Enter e.g. 53pp. If there are additional substantial Appendices it should be input as XXpp. & Appendices	Used the pages number of the pdf. Entered with just p. Entered without pp. Document without pagination
Page range entered without pp. in front	Enter pp. e.g. pp.9-13	entered with just p. entered without pp.
Series/Report No.:	Used for formal series only,	if just a reference number then use Identifier- Other
Identifiers (DOI Original, ISBN, ISSN):	Ensure entered and correctly particularly existing DOI. https://doi.org/10.3389/fmars.2024.1358591	DOI full string not entered correctly .

Resource URL:	Important to identify what is the official url of the document	Omitted
Contact Name Including ORCID or Email (if available):	Name and Contact email is included and should be the email of the lead author/editor or the corporate email of the issuing organisation	name of depositor/email entered rather than document creator
Abstract (English):	Some descriptive text from the document should be found if there is no abstract or summary	Omitted. Not entered for foreign language documents – English abstract is required.
Abstract (Other Language):	If document is in a language other than English - and English abstract and English title must be input	Omitted
Maturity Level:	Need to scan the document to check	Omitted
Spatial Coverage:	Rarely completed unless it is a regional case study	Omitted
Sustainable Development Goals (SDG): Essential Ocean Variables (EOV):	The selection minimum is Goal,Target eg. 14.1	Only Goal is entered eg. 14 or depositor has not opened the folder icon to see if there is an appropriate Goal,Target
Essential Ocean Variables (EOV):	The correct full name of the EOV has been entered.	Often abbreviated. Selection should not be made unless the content complies with the EOV specification sheet
Essential Biodiversity Variables (EBV):	The correct full name of the EBV has been entered.	Not often input
Essential Climate Variables (ECV):	The correct full name of the ECV has been entered.	Not often input
Other Variables	Free text input – ensure first word of phrase is capitalised	Entered all in lowercase
Sensors:	Free text input - ensure first word of phrase is capitalised	

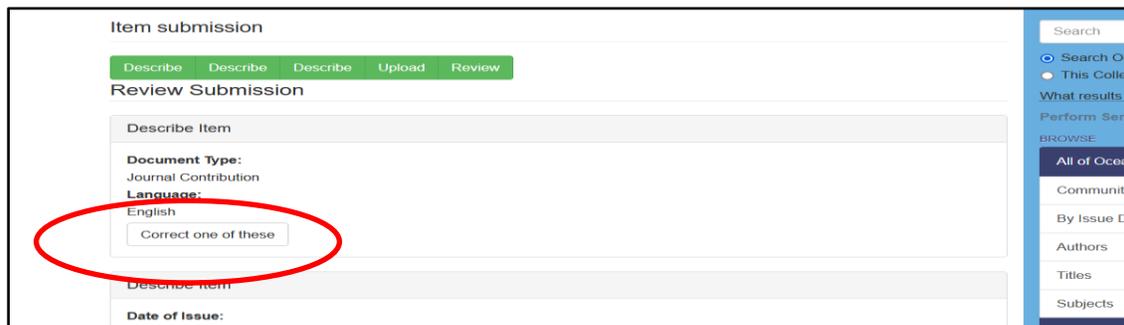
Subject : Parameter Discipline:	Must be completed; click keywords and phrases then the folder icon to see the full selection under each discipline heading. More than one can be input	Often Omitted
Subject : Data Management Practices::	Ensure selection has been from the Keywords and Phrases link Select ALL that apply.	Often Omitted
Subject : Instrument Type::	Ensure selection has been from the Keywords and Phrases link Select ALL that apply.	Often Omitted
Subject: Other:	Review the document to ensure uncontrolled keywords added to represent the topic (not necessary to repeat what is in the previous Subject metadata fields) ensure first word of phrase is capitalised	Entered all in lowercase; Entered as a string separated by a comma should be entered individually and click Add
Additional Information:	If it has been used, check the information is relevant. Can be used for additional contributors.	
Publication Status:	Ensure one of the dropdown selection is made	Often Omitted
Current Status:	Ensure one of the dropdown selection is made	Often Omitted
Refereed Status:	Ensure one of the on screen choices is selected	Often Omitted
Citation:	<u>Essential. Every record must have a citation.</u> This field must be completed	Omitted or badly formatted
Funders:	Free text field project/grant funders can be entered.	Often Omitted
Full text file	Must be uploaded. PDF must be machine readable ie you can copy and paste content	
	check the file can be opened if problem check if it can be opened on another pc	
	Ensure File description is PDF (unless video etc)	Original file name entered in File Description field

License	Check the correct CC License is selected or select 'No Creative Commons License	Wrong CC license selected
JOURNAL METADATA		
Journal title	must be full title of journal not abbreviation	
	ensure uniformity for all entries of the same journal title.	
Journal Volume	Check is input	
Journal Issue/Article	If there is an article number then input Article xxxxx	
Journal Pages	Journal articles often now do not use sequential page numbering but start each article with p.1. Enter as the whole number e.g. pp.1-10 is 10pp.	Wrongly entered

At any time, you can click [Save and Exit](#) at the bottom of the screen and the record will return to your [Tasks you Own](#).

Work through checking the metadata clicking [Next](#) at the bottom of the screen each time.

At the final Review Submission screen you are given an opportunity to check the metadata. Use [Correct one of these](#) to return to the metadata field if that requires corrections.



Once you have reviewed the metadata (and corrected if necessary, although if there is the need for a great deal of edits, return it to the submitter by following the Reject Item procedure), click through until you are on the Review Submission screen click [Complete submission](#)

Geographical Terms: Kenya, Nairobi, Nairobi R.
 Publication Status: Published
 Ref. ed.: Not known
 Correct one of these

Upload File(s)
 009Q3505.pdf - Adobe PDF (Known)
 Correct one of these

< Previous Save & Exit Complete submission

Export Collection
 Export Metadata
 ADMINISTRATIVE
 Control Panel
 Statistics
 Curation Tasks
 Access Control
 People
 Groups
 Authorizations
 Content Administration

You will be returned to the [Actions you may perform on this task](#) screen for the final step in the approval process.

Approve (or Reject) Item

If you have reviewed the item and decided that it is ready to be added to the Collection, select [Approve Item](#). The submitter will then receive an email notification with a permanent URL link to the item. No further action is required although it is worth checking Recent Additions to confirm the new submission has appeared (refresh your screen if it initially does not appear). Remember the thumbnail and DOI take a few hours for the system to generate.

Clicking Cancel will return you to the [Submissions & workflow](#) page. The task will remain assigned to you, and will not be available to other Editors or users. You can return to the task at any time to complete the review process. To return the item to the general task pool, go to [Tasks you own](#) in your submissions workflow screen, select the item, and click on the [Return to task pool](#) button. The item will then appear in the general task pool but an email notification will not be generated. It is important to communicate with your colleagues if you need them to take responsibility for a record previously assigned to you.

Check [Recently Added](#) once you have approved the record and click on the title to ensure that data for the Simple Item Record Display is complete.

Reject Item

If there are problems with the submission that you cannot fix by editing the metadata or there is too much editing to be done, the item can be returned to the submitter by clicking on [Reject Item](#). You will be asked to enter an explanation why the item was rejected. If

appropriate, include any changes which the submitter needs to make for the item to be approved.

The screenshot shows a submission record with the following details:

- Status: Published
- Refereed Status: Not Known
- Buttons: Show full item record
- Reason for rejection: "Please enter your reason for rejecting the submission into the box below, indicating whether the submitter may fix a problem and resubmit." The reason entered is: "Dear Pauline
This record does not have the complete metadata or a full text file uploaded.
Returned for you to correct and re-submit please.
thanks
Pauline"
- Navigation menu (right side):
 - Titles
 - Subjects
 - MY ACCOUNT
 - My Exports
 - Logout
 - Profile
 - Submissions
 - CONTEXT
 - Edit Collection
 - Item Mapper
 - Export Collection
 - Export Metadata
 - ADMINISTRATIVE
 - Control Panel

Once you have rejected an item, it will no longer appear on your [Submissions & workflow](#) screen. It will instead be returned to the submitter's workflow for editing and re-submission (or Deletion)

Further Notes

Copyright

Check to see if the depositor has indicated a Creative Commons License. Some files are deposited which are clearly covered by copyright and should not be deposited (for journals, check SHERPA ROMEO Journal titles <https://beta.sherpa.ac.uk/>)

Reject the record using the Rejct Item form and inform the depositor why.

Avoid mathematical symbols in all fields

Symbols often give problems when inputting metadata, the system converts some of them to text but it is better to avoid their use. They include superscripts, subscripts, symbols for equal to, less than, degrees, etc. that are better represented by text or abbreviations eg. sq., deg. Always scan for any problems particularly in the abstract.

Duplicate records

There should only be one record for the same document unless it is a new version. Check if the full text is a revised version that needs a new record, ie some of the metadata

New Versions

The ability to add a new updated version of an existing record/document is only available to Collection Administrators and above. (see separate Guidelines for Collection Administrators – but at the moment the system only permits the Repository Administrator to do this)

PDF files and thumbnails

If a deposited PDF file will not open correctly return the record to the submitter. There have been problems with uploaded (pdf) files not generating a Thumbnail. If the Thumbnail does not appear after 24 hours, inform the OBPS Repository Manager who will take a copy of the full text file and store temporarily on their desktop and delete the Item Bitstream files and upload the file again (as per guidelines). If still does not generate a screenshot of the first page may have to be generated and the bitstream uploaded

Publication Date

Is a Mandatory field but **Year only is required** . All deposits must have a publication year even if it is best guess. Check the bibliography – the latest one sometimes indicates when a publication may have been issued.

Series Titles

Should be entered with organization or acronym or project in front of the series name and the title is capitalized eg. AAS Working Paper, PICES Scientific Report, Moss Landing Marine Laboratories Technical Publication, etc. Even, as with the last example, it means repeating the Publishers/Organization name in full. This allows searching under a specific series title. Consistency of format should be maintained.

Uncontrolled Keywords

Can include subject terms, organization names, projects (but not Geographical names which have their own metadata field) etc. Ensure that terms or phrases have been entered individually and so are displayed in individual fields rather than a comma separated list. Ensure each term starts with a capital letter, eg. Continental drift. Check for typos and edit, but editors are not responsible for adding terms.

[end]