

Browsing

Browsing is a good way to access documents if you don't have a specific idea of what you're looking for. There are four ways to browse the repository, by year, by subject, by source and by author. Select these from the "Browse by" options on the navigation bar at the top:

[Home](#) | [Browse by Year](#) | [Browse by Subject](#) | [Browse by Source](#) | [Browse by Author](#) | [Advanced Search](#)

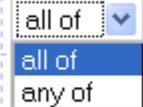
You will be presented with a list of possible values, select one of these, and you will be given either a further list with which to restrict the results or a list of documents in the repository (if any) which match the values selected.

Searching

The repository offers three levels of searching, quick, simple and advanced. They are similar, but the advanced form lets you perform a finer-grained search using more fields. To access the quick search use the search box on the front page or at the top right of the screen. The simple search is reached when you choose to refine or restart a search from the quick search results or from the link on the advanced search page. To access the advanced search use the link on the front page or on the navigation bar.

In the advanced and simple searches type your search terms into the box, for example *terrestrial environment*. By default the search will ignore common words such as "the", "and", "or" as well as words of 2 characters or less so it is advisable to only enter the keywords that you wish to search for. Where available, you can decide how the system will use your search terms by selecting one of the options from the popup menu next to the input box:

Title:



all of Using this option, the system will search for records in which the field contains both the words *terrestrial* and *environment* in any order and not necessarily where the words appear next to each other. For quick or simple searches the system searches through the title, abstract, keywords and authors.

any of Using this option, the system will search for any records in which the field contains either the word *terrestrial* or the word *environment*. For quick/simple searches the system searches through the title, abstract, keywords and authors.

Year

When you're searching the year field, you can specify a single year or year range that you're interested in for example:

2008	retrieves only records from 2008
1987-1990	retrieves records with years between 1987 and 1990 inclusive
1995-	retrieves records with years of 1995 or later
-2000	retrieves records with years up to and including 2000

Subjects and Publication Sources

With these you can select one or more from a list of values for the system to search for. If no value in the list is selected, the system will ignore this field (i.e. it will retrieve records with any value of this field.). Since each individual record may have more than one value attached to it, you can also change search behaviour by selecting "Any of these" or "All of these" from the popup menu on the right of the list.

Ordering Results

Both the simple and advanced searches allow you to choose whether you want the results ordered by year, author or title.

Other Advanced Search Options

The advanced search allows you to choose whether retrieved records must fulfill all of these conditions or any of these conditions. For a complex search where you for example wish to find peer-reviewed journal articles or any documents produced by government departments you can make the selections from publication sources and item type and then choose to retrieve records that fulfill any of these conditions.

Registering

Before you can start uploading items, you need to register with the system so that it can identify you. When you register with the system, you can provide a username, email address and password which must be confirmed. The system will email you a confirmation URL to visit to enable the password.

Depositing a Publication

Authors are encouraged to register and deposit their own articles as open access when possible. The repository is for science based articles about Belize that focus on natural resources and/or the environment.

New Item

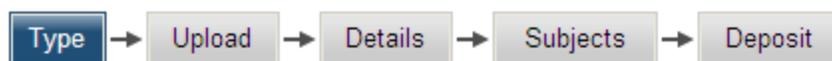
To deposit a publication you must first register and/or login. Once logged in you can begin the deposit by selecting “Manage Deposits” from the menu:

Logged in as Jane Doe | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Logout](#)

From the subsequent screen you can choose to add a new item or alternatively to import based on a DOI or from other common sources such as EndNote.



On selecting “New Item” or after entering the required information for the import type selected in the above drop-down, you proceed through the core import screens as follows:

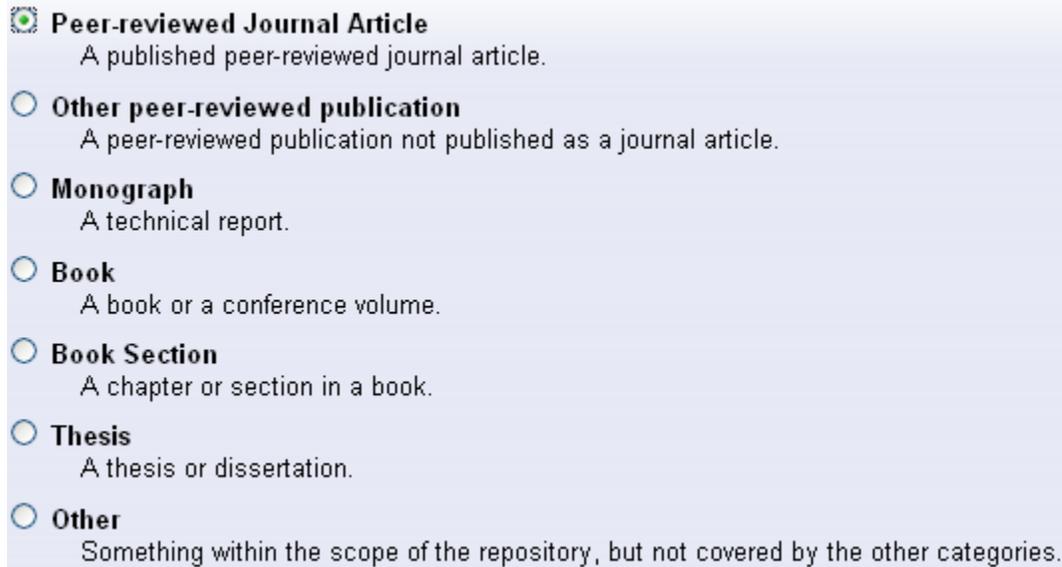


You can move between these stages using the “Next” and “Previous” buttons and any changes are automatically saved. You do not have to complete all steps in one go, you can save your work and return later to complete the upload if you wish. Note that after completing all the steps the article will only be visible to other users once the ERI administrator has checked that the content is suitable.

Articles that you are in the process of uploading are in your workspace in the bottom half of the screen. For more details see [Edit Existing Item](#). The input fields that are requested through these five screens are each described in detail below.

Item Type

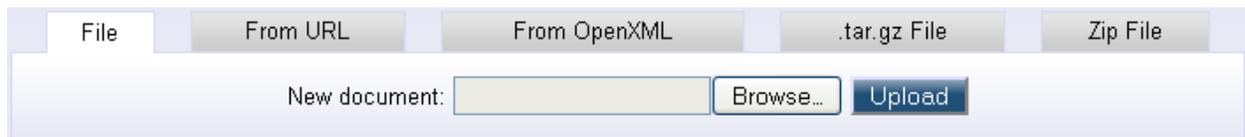
Classify your article according to the following list of types. The fields requested in the subsequent screen will depend on your selection here.



- Peer-reviewed Journal Article**
A published peer-reviewed journal article.
- Other peer-reviewed publication**
A peer-reviewed publication not published as a journal article.
- Monograph**
A technical report.
- Book**
A book or a conference volume.
- Book Section**
A chapter or section in a book.
- Thesis**
A thesis or dissertation.
- Other**
Something within the scope of the repository, but not covered by the other categories.

Add a new document

Use the “Browse” button to select the file on your computer you wish to deposit and once selected ensure that you click the “Upload” button – see below:



File From URL From OpenXML .tar.gz File Zip File

New document:

Unless your article is stored in several separate files it is recommended that you only use this upload method. However if your article is stored across several files it may be easier to upload a ZIP file containing all the file parts. Use the “Zip File” tab to start the upload.

Content

Version information in the article. i.e. Published, Draft, etc. This is particularly important for journal articles where the author is only permitted to freely distribute submitted (pre-print) versions for example.

Required Format

File format, this field is automatically filled in for the most common types of file.

Description

If uploading an uncommon file type you may offer a brief description of the format.

Language

The primary language of this document.

Security

The required "security level" of the full-text of this document.

- **Full text available for download** – the full text may be downloaded by anyone without restriction
- **Full text available through external link** – the full text is not freely downloadable due to copyright issues but is available on the author's self-archive website
- **Full text available on request** - the full text is not freely downloadable due to copyright issues and must be requested from the author

If you select either of the last two levels you must provide either the external URL or the author's email address for requests in the next input screen. Use the following websites to help ascertain the copyright and open access policy for a particular journal or publisher of journals:

- <http://www.sherpa.ac.uk/romeo/>
- <http://www.doaj.org/>

"Full text available on request" is most commonly a journal article that is not free to download from the publisher's website due to copyright restrictions and that the author has not self-archived.

"Full text available through external link" is most commonly a non-open access journal article that has been published online by the author through their own self-archive site or that of their institution. Usually this URL can be found by doing a Google search of the title and finding a resulting website that displays the full-text and is affiliated to the author

(either their name appears in the URL or it is the website of their institution). Do not link to other repositories that provide the full-text but are not affiliated to the author. Click on [Self-Archiving FAQ](#) for more information.

Title

The full title of the article. The system will attempt to search for duplicate articles based on title. If another similar title is found please ensure that it is a separate, unrelated article.

Abstract

The abstract of the article or if none is available then the preface or introduction. Try to keep the abstract short, e.g. less than 300 words if possible.

Authors

Enter a family name and a given name or initials. Once you begin to type the system will display similar authors already included in the repository. You should always choose the system version rather than type the author in again in a slightly different format. This will help avoid creating several versions of the same author's name when people browse by author.

Publication Sources

Select the sources that best match the article. For example if an article is a collaboration between the Wildlife Conservation Society and the Belize Forestry Department then in "(3) Other Source" select both "Government Departments" and "NGOs".

Date

Enter the date this article was completed, submitted to a publisher, published or submitted for a Ph.D. At a minimum enter the Year.

Date Type

The event to which the date applies e.g. Publication, Submission, Completion.

Place of Publication

Location of the publisher. Use city or town then country. If city is not known then just use country.

ISSN

Unique code identifying a serial.

ISBN

Unique code identifying a book.

Publisher

A person, firm or corporate body responsible for making an item available. This could be for example the publisher of the journal or the NGO who funded and facilitated the research.

Unique ID or DOI

The unique identification number of this item, or a (Digital Object Identifier) DOI. A DOI is especially useful as it will continue to provide a link to the article even if the publisher or author's website addresses change. For more information visit <http://www.doi.org/>

Related URLs

Enter the Publisher, Author and/or Organization URLs. Wherever possible enter a link to the abstract page of the article. Certain copyright agreements for journal articles require

that the publisher's URL be displayed. If the DOI field has been filled in then this is sufficient.

External Download URL

The author's self-archive URL for this item or another URL where the document can be openly accessed outside this repository. Enter the full URL that will return the full text of the article. If the link opens an abstract page where the PDF can be accessed by logging into the publisher's website or by making a payment then this URL should be left blank and the article set to restricted. Usually this URL can be found by doing a Google search of the title and finding a resulting website that displays the full-text and is affiliated to the author (either their name appears in the URL or it is the website of their institution).

Email Address for Full Text Requests

If the full-text is only available to the public via email request, then requests to view the full-text will be sent to this email. The email address will not be made public. A restricted document is most commonly a journal article that is not free to download from the publisher's website due to copyright restrictions and that has not been made available online by the author through their own self-archive website.

Keywords

Enter the main themes of the article.

Funders or Sponsors

The sponsoring bodies who contributed funding for the creation of this article.

Projects

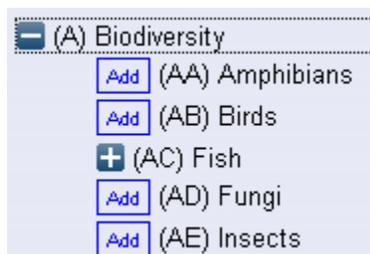
The sponsoring bodies who contributed funding for the creation of this article.

References

The reference list of your article which helps to link the article to those that cite it and those that are cited within it.

Subjects

Select the subjects that are the main focus of the article - most likely these will be subjects mentioned when reading the title and abstract. Please try and be as accurate as possible here, and please don't just select lots of categories if you're unsure, just pick the categories you are sure of. To add a subject expand the “+” sign next to a category until you reach the subject and can click on the “Add” icon:



Edit Existing Item

On selecting “Manage Deposits” from the menu the lower half of the screen displays any previously saved or deposited articles. Depending on the status you are able to View, Destroy, Edit or Deposit the article using the icons as listed respectively:



Profile

The “Profile” link can be used to view or modify contact information about you. Some of this information will be associated with articles you upload; some of it is purely for internal repository use.