

## Full-text File Disclosure FAQ

Q

### What are the merits of disclosing full-text files?

A

Publications registered in the T2R2 system can be found through search engines such as Google and Google Scholar. This provides better exposure and raises the opportunity for your work to be seen by researchers worldwide. Disclosing full-text files increases the possibility of acquiring new readers and thus the number of paper citations.

Q

### How do I disclose a full-text file on T2R2?

A

Access the T2R2 academic data registration service via the Portal for Sci & Eng Field, Science Tokyo\*. Follow the procedure to register your full-text file, and select "Wish to disclose." Please see pages 2-3 for details. \*<https://portal.nap.gsic.titech.ac.jp/portal-e.pl>

Q

### Are there any criteria for disclosing a full-text file?

A

The copyright of an academic article is often transferred from its author to the publisher. To disclose a full-text file, the author must comply with copyright policies defined by the publisher. The library will act as a proxy for checking the policies and disclosing the full-text file registered on T2R2.

If you wish to disclose a full-text file of co-authored work, note that you must obtain permission from all co-authors. Please be sure to check with all of your co-authors before selecting "Wish to disclose."

Q

### Can I disclose on T2R2 a full-text file whose copyright is transferred to the publisher?

A

Even an article whose copyright is transferred to the publisher may be disclosed on T2R2 if certain requirements are met.

Some overseas publishers, for instance, permit disclosure of the post-refereed author-final version. Other publishers permit disclosure of the post-refereed publisher version. And yet other publishers permit disclosure of an article after a certain period of time has passed after publication.

If you select "Wish to disclose" and the registered full-text file is not the author-final version, the library may request that you provide the author-final version.

Please see page 4 for details on the difference between the author-final version and the publisher version.

Institutional repositories like T2R2, which disseminate the results of education and research conducted at universities and research institutions, promise to play a significant role in enhancing international communication of academic information from Japan, as cited in "Infrastructure Development for Strengthening the Capacity of International Scholarly Communication," published by the Council for Science and Technology in July 2012. Please see the following website for details.

[http://www.mext.go.jp/b\\_menu/shingi/gijyutu/gijyutu4/toushin/1323857.htm](http://www.mext.go.jp/b_menu/shingi/gijyutu/gijyutu4/toushin/1323857.htm)

## How to register a full-text file in T2R2 (1)

A

### Log-in

Log in to the Portal for Sci & Eng Field, Science Tokyo\*, and select “東京科学大学リサーチリポジトリ” (T2R2) to access the T2R2 academic data registration service. From the Tool Box on the left side, under Register > Publication click New Registration Form and open the registration screen.

\*<https://portal.nap.gsic.titech.ac.jp/portal-e.pl>

B

### Upload file

(For a detailed explanation, please visit the T2R2 academic data registration service and see Publication Registration Procedure. )

1

The log-in screen looks like the screenshot to the right.

<Screen after log-in >

2

From the Tool Box on the left side, click Register and display the menu that looks like the screenshot below.



3

Under Publication click New Registration Form.

4

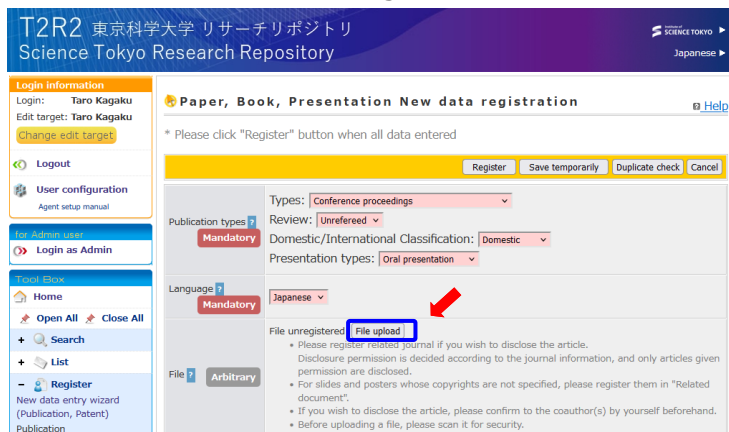
The Register New Publication screen will open.

<Register New Publication screen >

5

On the Register New Publication screen click Upload File.

\* Save the full-text file in PDF format beforehand.



## How to register a full-text file in T2R2 (2)

- 6** The Upload File screen will open.
- 7** Click Find and select the full-text file. (The display will differ by browser. The screenshot shows the display for Internet Explorer.)
- 8** Click Upload to upload the file and return to the Register New Publication screen.



### C

## Complete required fields and register

- 9** After the PDF file is uploaded, the Register New Publication screen will display the fields "Disclose this file outside of Science Tokyo" and "Status of copyright." **Both are required fields and must be completed.**

- \* If the PDF file cannot be disclosed or is pending disclosure at the time of registration, select "Do not wish to disclose." You can change the setting to "Wish to disclose" when the file is ready for disclosure.
- \* To display "Status of copyright," select a specific item under Publication Type (e.g., conference proceedings, conference proceedings (abstract), commentary, survey or technical report).

- 10** Enter information such as title and author, and finally click Register.

- \* By clicking "Extract data," you may be able to extract the information necessary for registration in T2R2, such as title and author, from the PDF file (depending on the specifications of the PDF file).



### D

## Note on copyright and disclosure outside of Science Tokyo

- A** If "Wish to disclose" is selected under "Disclose this file outside of Science Tokyo," T2R2 administration will later check the publisher's or journal's requirements for disclosure, and disclose the file if suitable. Please complete "Status of copyright" to the best of your knowledge. If you are not sure, select "Not sure" and T2R2 administration will check the status.

- B** The copyright of an academic article is often transferred from its author to the publisher. To disclose a full-text file, the author must comply with copyright policies defined by the publisher. T2R2 administration will act as a proxy for checking the policies and disclosing the full-text file registered in T2R2.

**If you wish to disclose a full-text file of co-authored work, be sure to obtain permission from all of your co-authors before selecting "Wish to disclose."**

## Full-text file version for disclosure on T2R2

### ? What is author-final version?

The author-final version corresponds to **A in Figure 1**, and indicates the post-refereed final draft held by the author immediately before publication. Many academic journals published overseas allow the disclosure of author-final versions in an institutional repository.

As of January 2013, for instance, numerous author-final versions of articles that have appeared in journals published by Elsevier, Springer and IEEE can be disclosed on T2R2 in full-text file format. With this in mind, if you plan to disclose a file on T2R2, we recommend that you save your author-final version.

On a case-by-case basis, we may ask you to provide the author-final version.

The following websites offer search functions for the copyright policies of society and academic journals on registration in institutional repositories.

[Journals published in Japan] Society Copyright Policies in Japan (SCPJ) <http://scpj.tulips.tsukuba.ac.jp/>

[Journals published outside Japan] SHERPA/RoMEO <http://www.sherpa.ac.uk/romeo/>

\* An institutional repository refers to the series of services provided by a university to its community members for the management and dissemination of digital materials created by the university and its members. At Science Tokyo (researchers mainly in science and engineering fields (formerly Tokyo Tech)), this corresponds to the Science Tokyo Research Repository (T2R2).

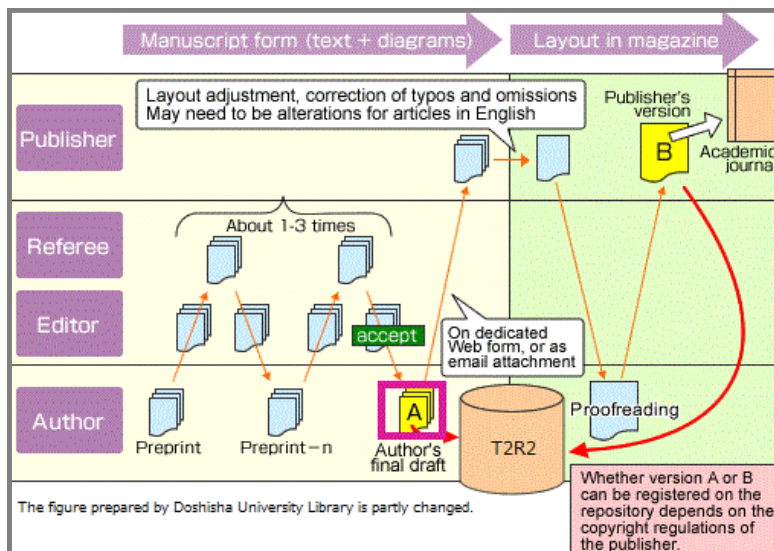


Figure 1. Copyright status of a manuscript

### ? What is the publisher version?

The publisher version corresponds to **B in Figure 1**, and indicates the post-refereed manuscript edited by a publisher for printing in its journal. Since copyright is often transferred to the publisher, the publisher version may be disclosed on T2R2 only with the publisher's permission. A PDF file downloaded from the publisher's electronic journal corresponds to the publisher version.

Here are some ways to identify the publisher version.

If any item from (1) to (3) is present, the manuscript may be considered the publisher version.

(1) Publisher's logo

(2) Journal title

(3) Journal information

Others: ©, Copyright and Digital Object Identifier (DOI)

